Welcome to…

Budget Funds Management

Welcome and Introductions

Course Prerequisites

- ✓Change Discussions
- ✓RWD SAP 4.6C

Course Objectives

- At the end of this course, individuals should be able to use SAP to:
  - Record and maintain Agency Appropriation
  - Record and maintain Agency Apportionments
  - Record the maintain Agency Allotments
  - Record and maintain Budget Authority at various Agency and Center levels

Benefits of Budget Funds Management

- SAP provides an automated means to:
  - Record budget authority
  - Distribute and maintain budget authority

Course Schedule

Agenda Item	Time (hr)
1. Introduction and Background Knowledge	00:15
2. Topic 1: Overview of Funds Control Ground Rules and Policies	00:30
3. Topic 2: System Functionality and Processes	02:00
3. Topic 3: Agency Level Funds Management	01:00
4. Topic 4: Enterprise Level Funds Management	00:15
5. Topic 5: Center Level Funds Management	01:45
6. End of Course Review/Feedback	00:15
Total Course Time	**06:00 hrs**

Course Structure

- Process Flows
  - Overview of key business processes and related SAP concepts
- Demonstrations
  - Trainer-led examples of key SAP transactions
- Exercises
  - Real-life business tasks using Core Financial business procedures
- Training Course Feedback
  - Assessment of course effectiveness using the End-User Evaluation Form

On-Line Quick Reference

- Purpose of the On-Line Quick Reference (OLQR) tool:
  - Provide procedures, job aids, and Help content via the Intranet during and after Instructor-Led Training (ILT) and Web-Based Training (WBT)
  - Assist with completion of transactions in the SAP system

Prepare Your Workspace

- Take a few minutes to prepare your training workspace:
  - Review the reference materials, become familiar with the content
  - Review Logon to SAP R/3

Background Knowledge

Background Knowledge

- Key definitions:
  - **Budget Sub-type - FM:** Element within SAP that, when combined with other FCS elements defines Funds Control; provides SGL account mapping when recording such activity as appropriations, apportionments, allotments, authorities, and cost pools transfers.
  - **Commitment Item - FM:** Element within SAP that identifies the NASA Object Classes. For the purpose of budget transfers, commitment items representing All Objects, All Others, Labor, and Travel will be used.
  - **Derivation Rule - FM:** Functionality within SAP that provides the linking of specific FCS elements together in order to perform funds checking and control (i.e. fund center linked to functional area).

Background Knowledge

- Key definitions:
  - **Document Type - FM:** Element within SAP that when consolidated with budget subtype links specific Standard General Ledger (SGL) accounts.
  - **Functional Area - FM**: Element within SAP that represents Congressional Operating Plan Line Item numbers.
  - **Functional Area Group - FM:** Element within SAP that represents one of the five NASA Enterprises, or a Non-Enterprise office summary grouping.
  - **Fund - FM:** Element within SAP that identifies the following four FCS elements: appropriation, fund source, program year, and fund type.

Background Knowledge

- Key definitions:
  - **Fund Center - FM:** Element within SAP, when combined with other FCS elements, will be used to distribute budget. Replicates current Agency-Wide Coding Structure (AWCS) structure through the 506A/506A-R level and lower level Center unique structures.
  - **Fund Center Classification - FM:** Element within SAP that represents the following 9 FCS elements: Lead Center, Program, Program Area, Program Office, Cognizant Office Owner, Cognizant Office Spender, Sub authorization Received, Secondary Lead Center and Budget Line Item. Fund Center Classifications are assigned to the Fund Center master record.
  - **Funds Management - FM:** SAP module providing funds control and distribution functionality.

Background Knowledge

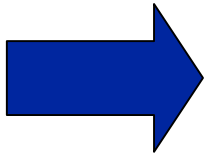
- Key definitions:
  - **Receiver Fund** - FM: Element within SAP that identifies the receiving fund.
  - **Sender Fund** - FM: Element within SAP that identifies the sending fund.
  - **Transfer** - FM: Activity within SAP that distributes funding.
  - **Business Area** - FI: Element within SAP that identifies NASA Centers.

Background Knowledge

Differences between SAP and the previous system:

Old System:

- Agency-Wide Coding Structure
- Several accounting systems used throughout the Agency
- Paper process used to perform funds distribution



SAP System:

- New Financial Classification Structure (FCS) and terminology
- One integrated system used Agency-wide
- Automated process used to perform budget distribution

Topic 1

Overview of Funds Control Ground Rules and Policies

Topic Overview

- Overview of Funds Control Ground Rules and Policies
- Funds Control Guidelines
  - Design of funding distribution process is based on a single funds control concept
  - The NASA budget structure will be defined during the Budget Formulation process
  - For a new operating year, appropriate structures will be updated in Core Financial in accordance with approved Operating Plan
  - Where applicable, the direct funding levels from Enterprise to a Performing Center in support of Lead Center activity will continue

Topic 1: Objectives

- Upon completion of Overview of Funds Control Ground Rules and Policies, end-users should understand the following concepts:
  - Agency decisions on fund control processes
  - Agency guidelines for fund control processes

Funding Guideline

Funding Guideline:

- When distributing funds against the Fund Center table codes, the following rule will be used:

  "For each UPN (3-digit) in the Agency-wide Coding Structure (AWCS), authority can only be issued against one Fund / Level 3 or Level 4 Fund Center / beginning and end date combination"

- Agency policy will be: a funding AWCS level cannot change mid-year. If it is requested that a funding level be raised or lowered, the change will be made at the start of the new operating year

Example: Funding guideline

- Funding Guideline: continue
  - Cannot issue funding to:

Begin	End	Fund	Fund Center
10/01/01	9/30/03	HSF542002D	62-376
AND			
Begin	End	Fund	Fund Center
10/01/01	9/30/03	HSF542002D	62-376-10

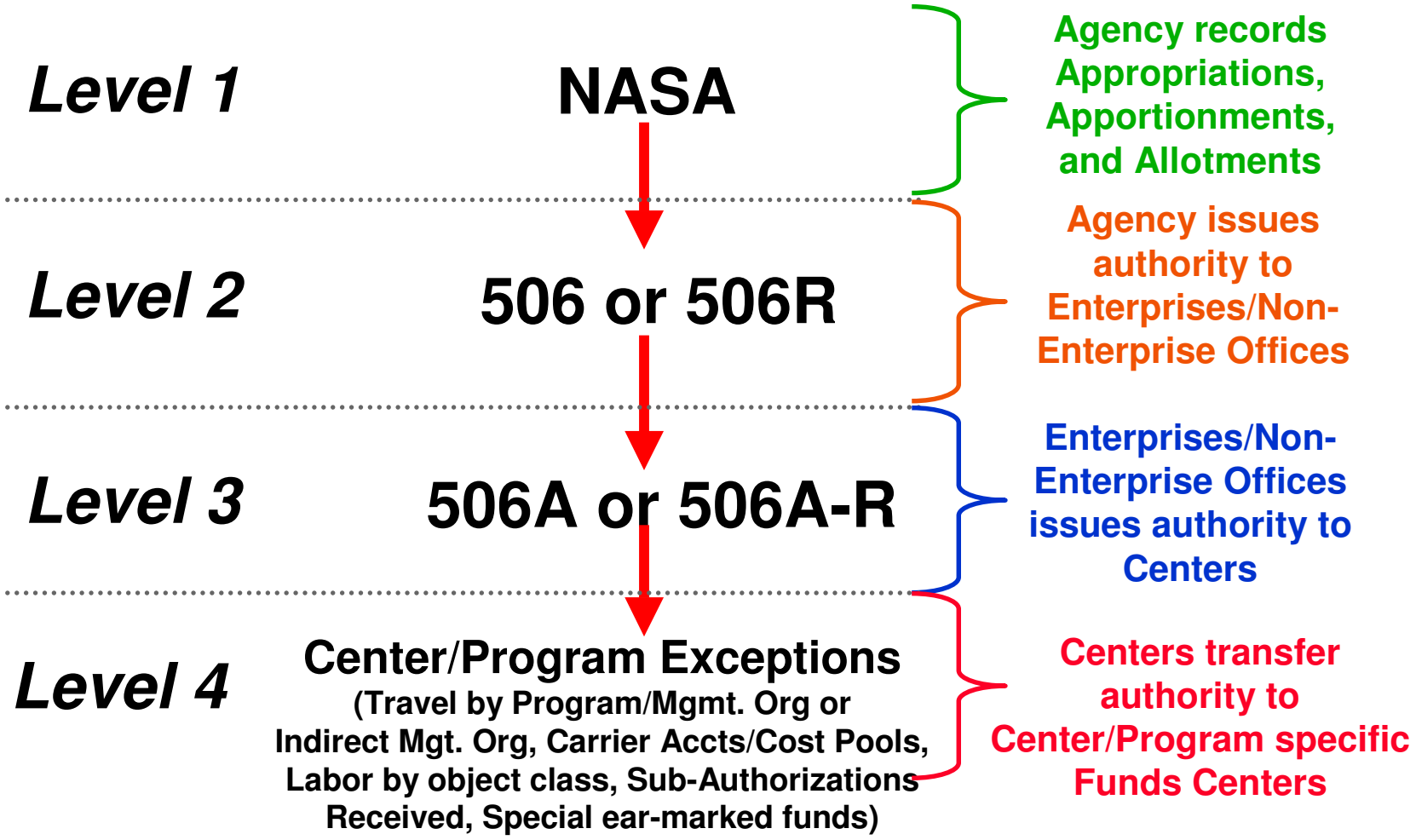
Cannot issue to the same Fund with same UPN and same effective dates

  - Can issue funding to:

Begin	End	Fund	Fund Center
10/01/01	9/30/02	HSF542002D	62-376
AND			
Begin	End	Fund	Fund Center
10/01/02	9/30/03	HSF542002D	62-376-10

Can issue to a same Fund, same UPN, different effective dates

Fund Center Structure
Agency Flow of Funding



Labor and Travel

- Labor and Travel will be issued by Fund Center and Fund to the Enterprise level of Fund Center structure
  - Example of Fund Centers: 001 and 011 (OSF); 004 and 014 (Corporate Reimbursable)
- Enterprise/IPO will issue funding to Centers by Fund Center and Fund Sources

Begin	End	Fund	Level 3 Fund Center	Level 4 Fund Center
10/01/01	*open*	HSF412002D or R SAT412002D or R	62-PRC	(By Commit Item) i.e.; 62-Labor, 62-Training, 62-OtherLabor
Begin	End	Fund	Level 3 Fund Center	Level 4 Fund Center
10/01/01	*open*	HSF422002D or R SAT422002D or R	62-Travel	(By Program Organization If applicable) i.e., 62-MPTravel

Interim Funds Control Process Paper vs. Electronic

- No paper NF506A/506A-R will be issued to a Center that has implemented SAP
  - Funds distribution will be electronic only
- Continue issuance of paper NF 504 and NF 506A/506A-R to Centers that have not implemented SAP
  - Allotment and Authority must be authorized through the existing process
- For the re-distribution of funding in support of sub-authorization authority transfers, Centers that have implemented SAP will create an NF 506A and forward to Headquarters. At that time, Headquarters will perform the transfer transactions in SAP.

Topic 1 Debrief

- Overview of Funds Control Ground Rules and Policies
  - Funds Control Guidelines and Assumptions
  - Agency Flow of Funding

Topic 2

System Functionality and Processes

Topic Overview

- System Functionality and Processes
  - Funds distribution system functionality
  - Funds distribution processes

Topic 2: Objectives

- Upon completion of System Functionality and Processes, end-users should understand the following concepts:
  - System functionality in Funds Management module
  - Processes in Funds Management module

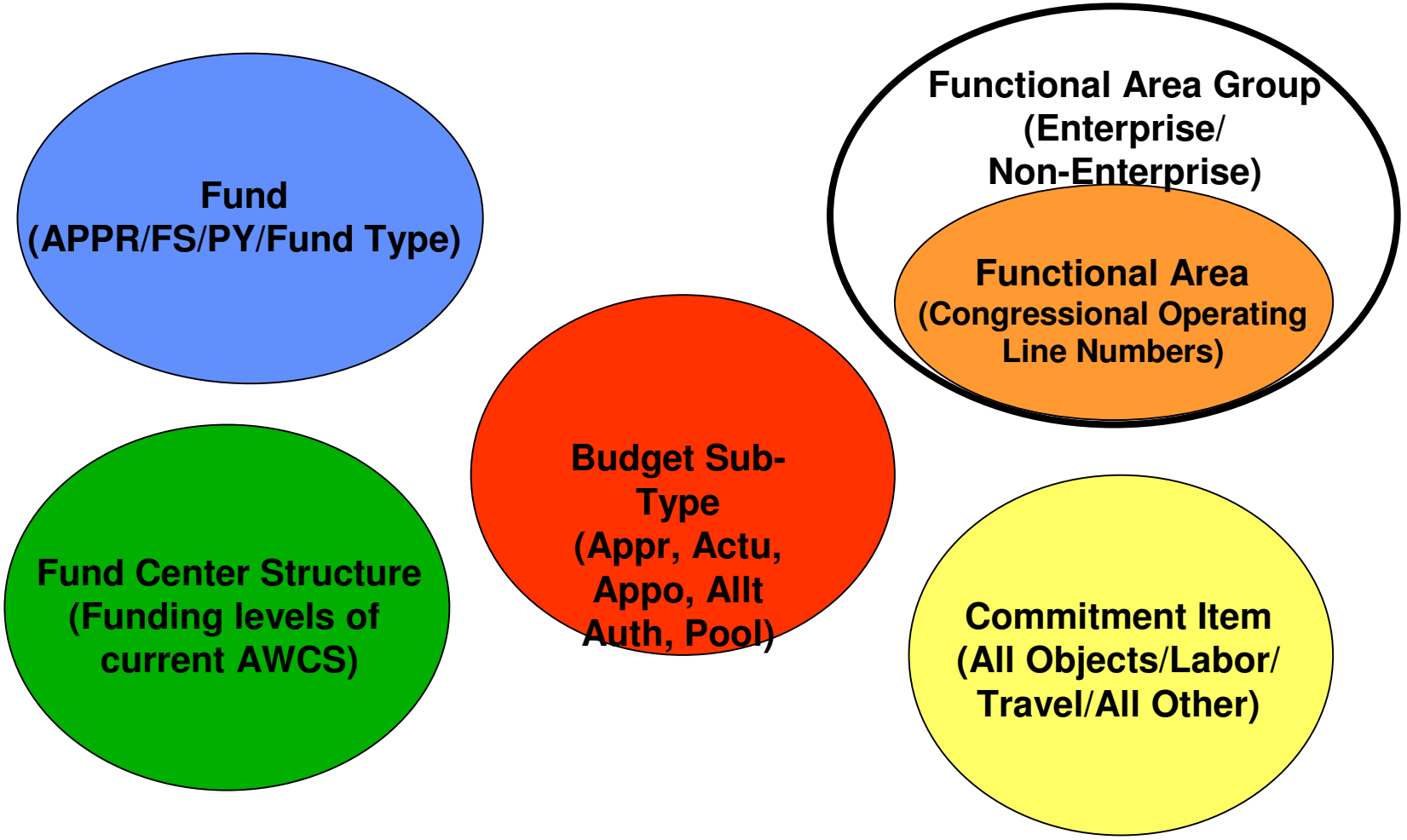
SAP System Controls of the Funding Process

- Verification of funding availability is based on the amount of authority residing at the intersection of required data elements
- As distributions of authority are performed down the Fund Center Structure, funding becomes available for commitment
- SAP limits the distribution of authority
  - Authority distributions cannot be greater than the amount of authority residing at the superior Fund Center
- When citing required accounting elements on a transaction, SAP limits amount of commitment to only the amount of authority distributed to that combination

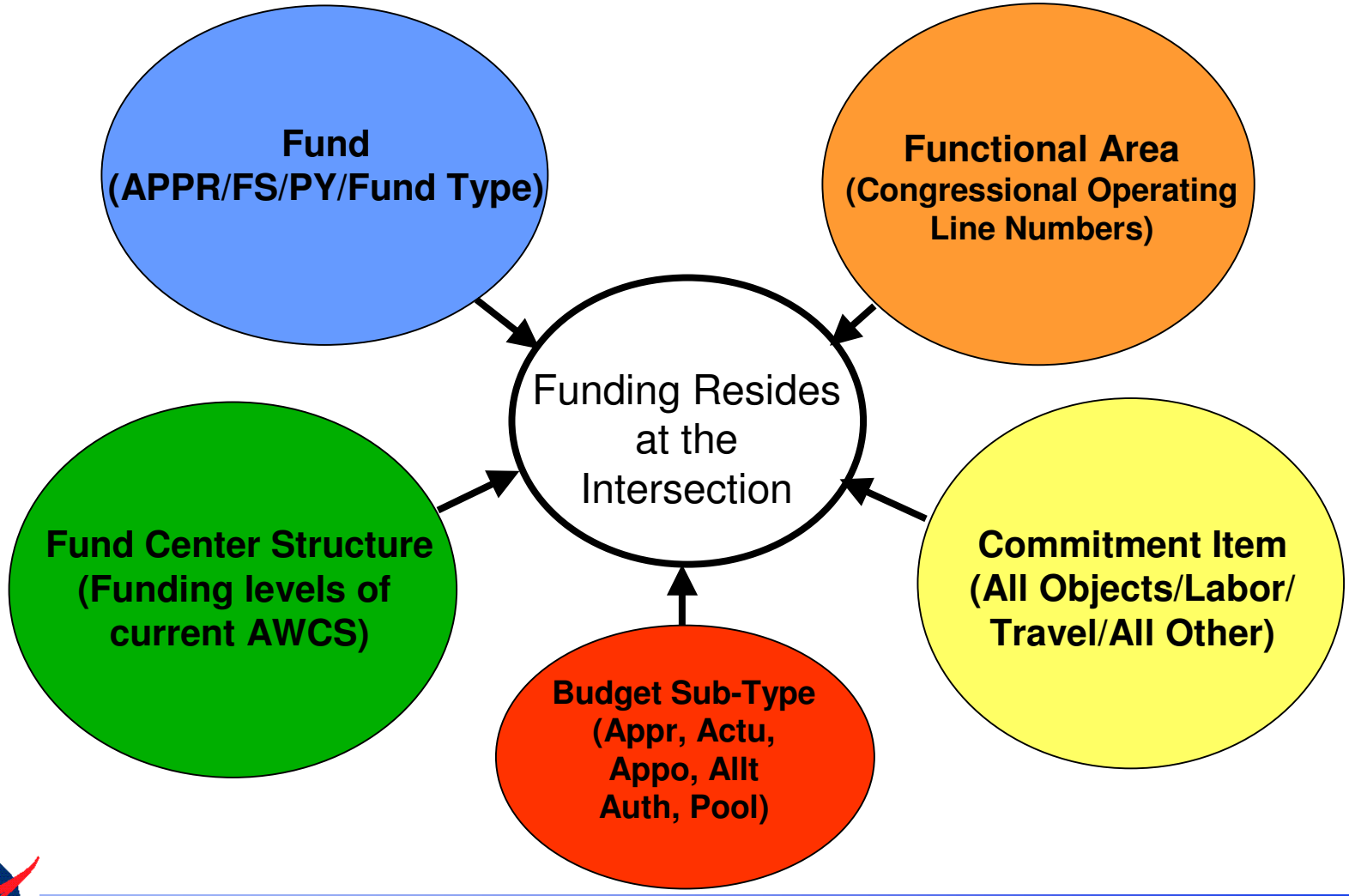
Funding Process and the Standard General Ledger (SGL)

- The Funds Management (FM) module is fully integrated to the Financial Accounting (FI) module
- All funding transactions performed in the FM module are linked to the FI module SGL accounts through the use of Budget Sub-types
  - Must be cited on each authority distribution transaction
  - Must be configured to post appropriate SGL accounts within the FI module
  - Is a required data element for funds verification of Appropriation, Apportionment, and Allotment only
- Budget Sub-types to be used in the resource authority distribution process:
  - Appr - Appropriation
  - Actu – Agency use
  - Appo - Apportionment
  - Allt - Allotment
  - Auth – Authority
  - Pool – Cost Pool

Funds Management (FM) Structures

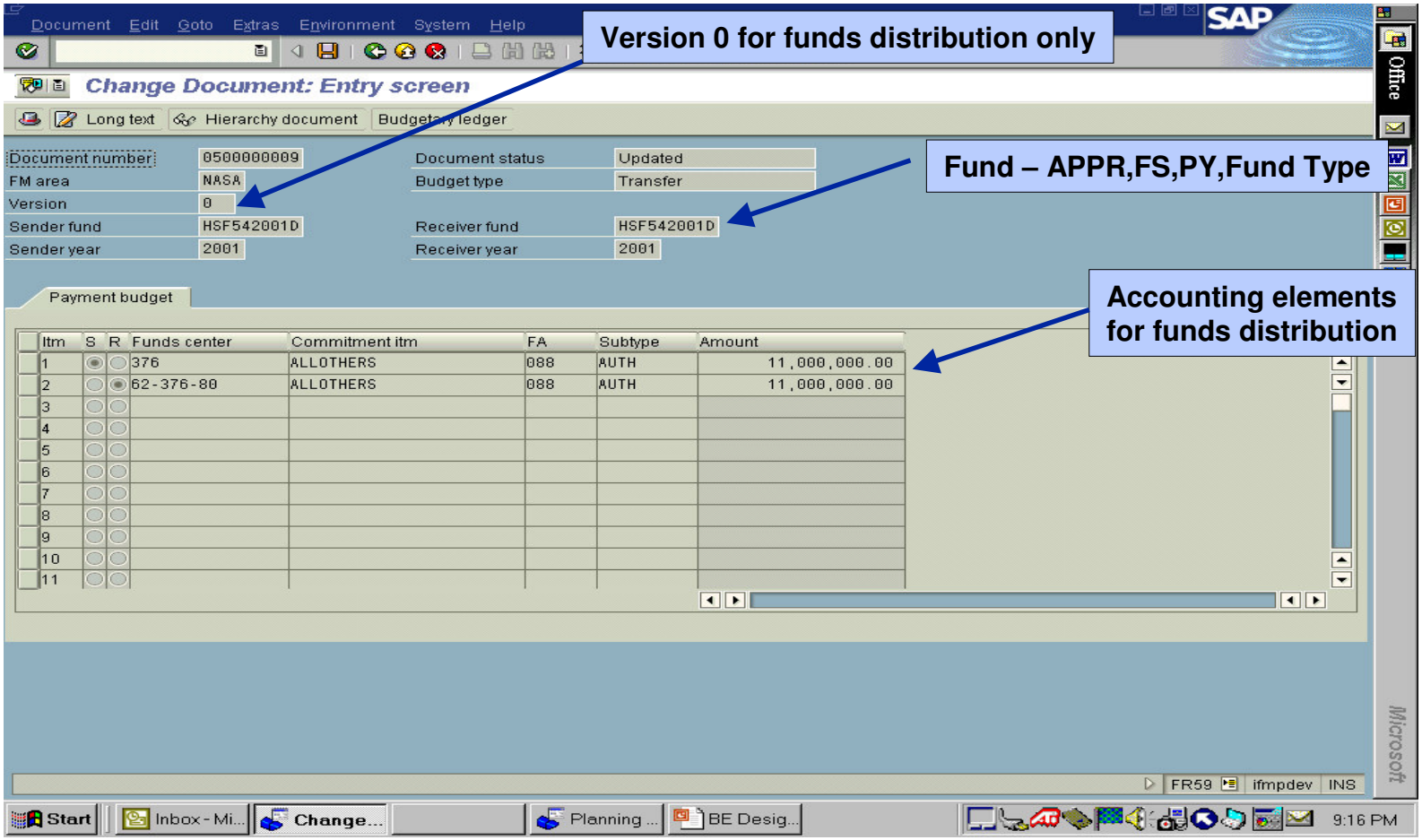


Funds Management (FM) Structures
Relationship



Screenshot

Funds Transfer in SAP

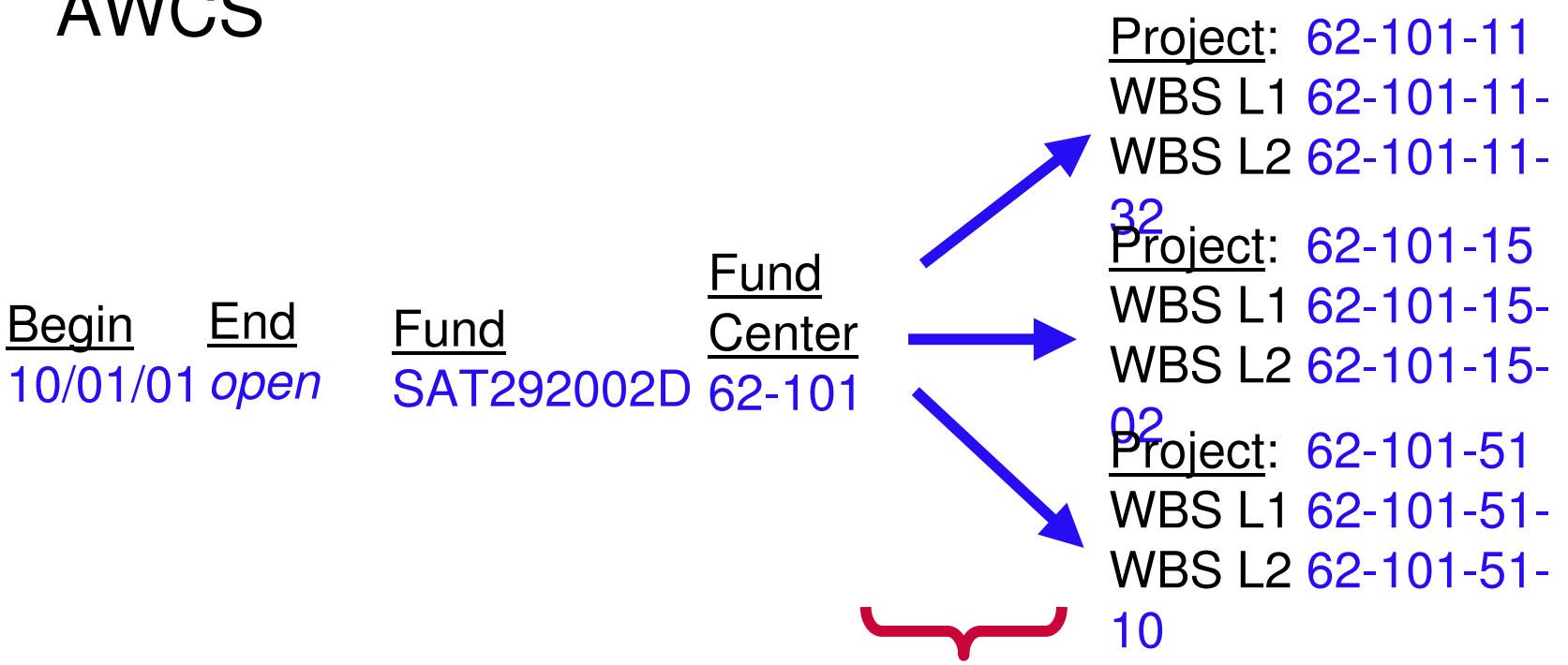


Fund Control Link

- Derivation rules link structural elements together in order to allow specific events to occur
  - For funds control, the Functional Areas (Congressional Operating Line number) are linked to the Fund Centers (UPN/FPN)
    - ↓This link is established in order to derive the Congressional Operating Plan Line Item number from the Fund Center when posting a commitment or obligation transaction
  - FM derivation rules establish links between Project WBSs to appropriate Level 3 or Level 4 Fund Centers
  - FM derivation rules establish links between Cost Centers to appropriate Level 4 Fund Center
  - Derivation rules have been configured for other accounting transactions

Funded UPN (3-digit/5-digit) Project Structure

- Funding that is currently issued to a UPN (3-digit) will have a Project equal to each 5-digit AWCS



Derivation Rules link multiple WBSs to one Fund Center / Fund / Begin and End Date combination

UPN/SYS (5-digit) Project Structure

- Funding that is currently issued to an AWCS at the UPN/SYS level (5-digit) will have one Project

Begin	End	Fund	Fund Center
10/01/01	9/30/02	HSF542002D	62-376

And

Begin	End	Fund	Fund Center
10/01/02	*open*	HSF542002D	62-376-10

Project: 62-376-10
WBS L1 62-376-10-
WBS L2 62-376-10-10

Derivation Rules link the WBS to different Fund Center / Fund / Begin and End Date combinations

UPN's with No Lower AWCS

- UPNs that do not have a lower AWCS will have a corresponding Project at the 3-digit AWCS, Level 1 WBS for summary rollup, and Level 2 WBS for posting

Begin	End	Fund	Fund Center
10/01/01	*open*	SAT292002D	62-166

Project: 62-166
WBS L1 62-166-
WBS L2 62-166-00

Derivation Rules link the WBS to different Fund Center / Fund / Begin and End Date combinations

Institutional CoF Projects

- FPNs are funding by Fund Source and a summary level FPN. The actual cost must be collected at the appropriate CoF Project number. Therefore, the Project in SAP will be established representing the Fund Source, with the CoF Project FPNs as the WBSs

Begin	End	Fund	Fund Center
10/01/01	*open*	HSF372002D	62-6062

Project: 62-37
WBS L1 62-37-
WBS L2 62-37-4808
WBS L2 62-37-4809
WBS L3 62-37-4809-41

Derivation Rules link the WBS to different Fund Center / Fund / Begin and End Date combinations

Budget Processes

Programmatic

Programmatic

- **Funds Center Structure (funds control level):**
  - The Funds Center structure will be configured with Fund Centers (current AWCS codes) that are necessary for 506, Level 2 - Agency to Enterprise/Non-Enterprise, and the 506A, Level 3 - Enterprise to Centers and Enterprise Offices
  - Exceptions for Earmark funding or Sub-Authorizations Received may be issued to a Level 4 Fund Center as approved by Agency
- **Project Structure (cost collection level):**
  - WBS will be configured to represent the current AWCS structure
  - For special requirements, an optional level WBS will be used to collect cost, one level below the AWCS reporting level in which specific planning is required (this level must be Agency approved)
  - Networks/Activities will be used to collect cost at a Center or Project specific detailed level below the AWCS reporting level or Optional WBS level

Programmatic

Funding Distribution Example

Levels of Fund Center Structure Table	Description	Fund	Fund Center	Commit Item	Functional Area	Budget Sub-Type
Funds Distribution Flow		*Appropriation Fund Source Program Year Direct or Reim*	*AWCS*	*OMB Object Class*	*Congressional Operating Plan Line #*	*Maps to SGL Accounts*
Level 1: Agency Appropriation	Recording of Agency Appropriation	HSFXX2001D	NASA	All Objects	UA (Unassigned)	Appr
Level 1: Agency Apportionment	Recording of Agency Apportionment	HSFXX2001D	NASA	All Objects	UA (Unassigned)	Appo
Level 1: Agency Allotment	Recording of Agency Allotment	HSF542001D	NASA	All Others	UA (Unassigned)	Allt
Level 2: Programmatic Authority	506 or 506R funding level 3-digit	HSF542001D	376 Space Shuttle Flight Hardware	All Others	088 Shuttle Flight Hardware	Auth
Level 3: Programmatic Authority to Center	506A or 506R-A funding level 3, 5, or 7-digit UPN or 4-digit FPN	HSF542001D	62-376-80 Flight Hardware Upgrades	All Others	088 Shuttle Flight Hardware	Auth
Level 4: Programmatic Authority	Not permitted unless approved as an Earmarked fund exception or Sub-Auth Rec.					

Programmatic

Example of Budget Structure

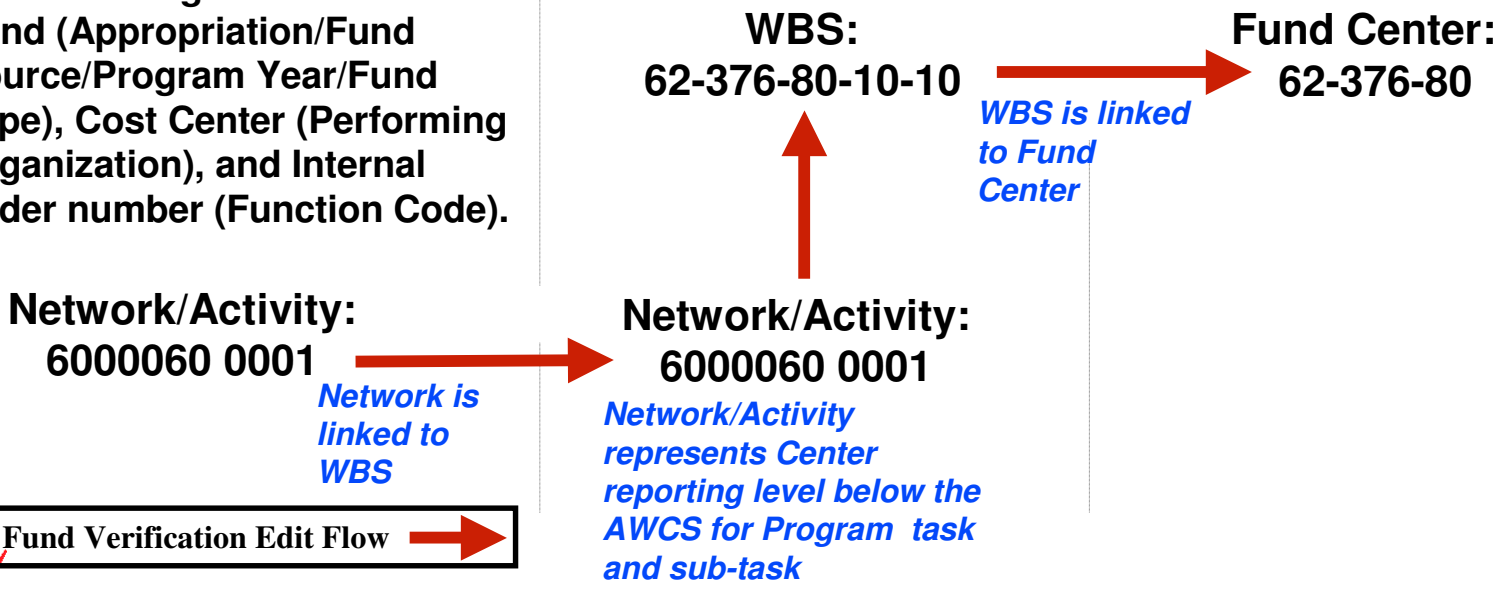
Levels of Fund Center Structure Table	Description	Fund Center
Level 1: Agency Appropriation	Recording of Agency Appropriation	NASA
Level 1: Agency Apportionment	Recording of Agency Apportionment	NASA
Level 1: Agency Allotment	Recording of Agency Allotment	NASA
Level 2: Programmatic Authority	506 or 506R funding level 3-digit	376 Space Shuttle Flight Hardware
Level 3: Programmatic Authority to AIN	506A or 506R-A funding level 3, 5, or 7-digit UPN or 4-digit FPN	62-376-80 Flight Hardware Upgrades
Level 4:	Not permitted unless approved as an Earmarked exception	

Project Definition	WBS Structure	Network / Activities
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
62-376-80 Flight Hardware Upgrades	Lev 1 62-376-80- Flight Hdw Upgrades *Lev 2 62-376-80-10 Flt Hdw Supportability Upgrades Lev 3 62-376-80-10-10 SRB	Network 6000060 Activity 0001 SRB Altitude Switch Assembly (ASA)

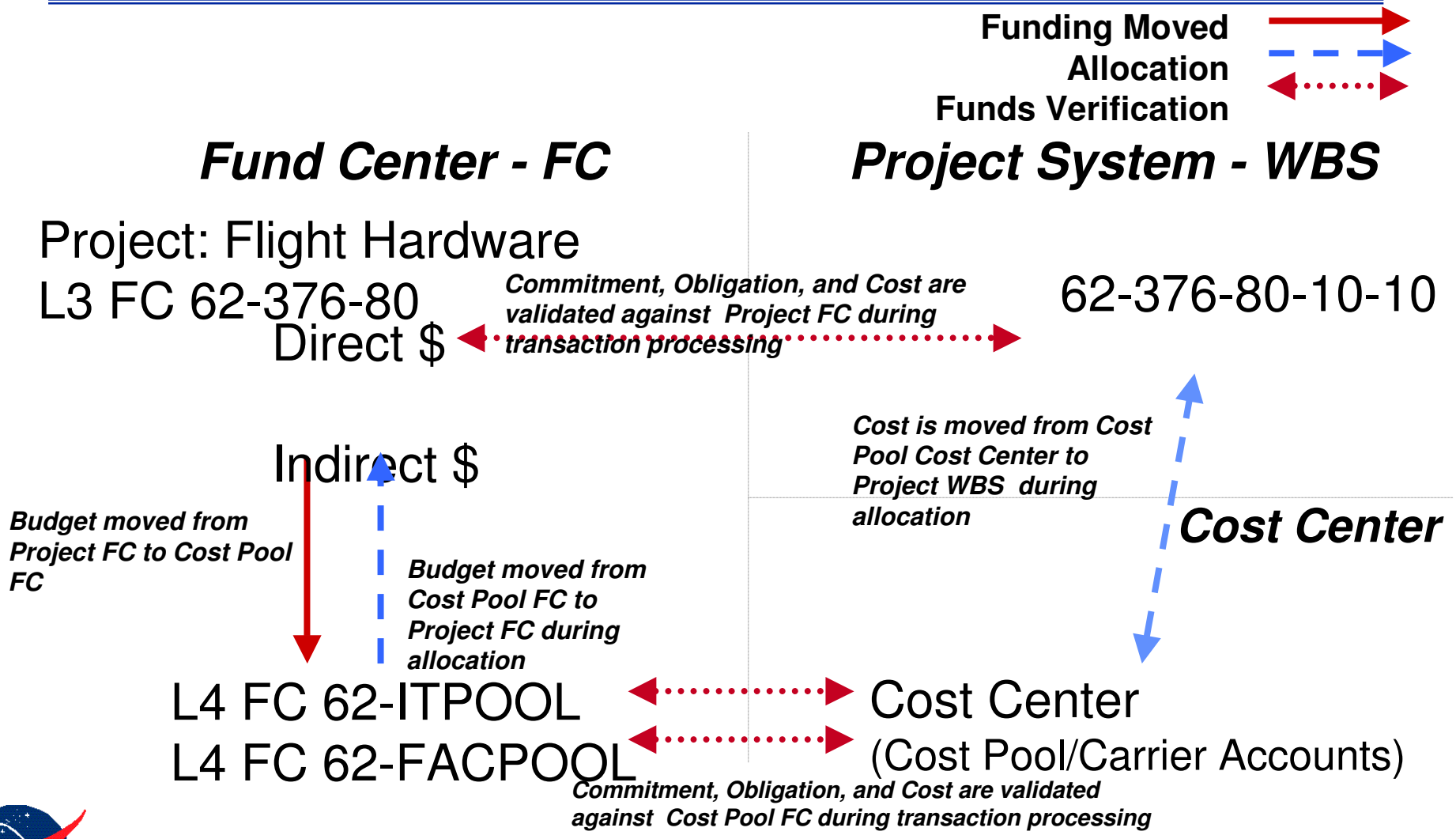
*** AWCS Reporting Level – will be flagged in system**

Programmatic
Funds Verification Process – Direct Cite to a Project

Material Management Module	Project Systems Module	Funds Management Module
User enters account assignments on the Purchase Request. This data includes a Network/Activity or a WBS for a direct cite to a Project. In addition, examples of other account assignments are a Fund (Appropriation/Fund Source/Program Year/Fund Type), Cost Center (Performing Organization), and Internal Order number (Function Code).	WBS represents the AWCS FACS reporting level.	Fund Center represents the 506A level of the AWCS.



Programmatic *Overview Process*



Budget Processes

Labor

Labor

- **Fund Center Structure (funds control level):**
  - The Funds Center structure will be configured with Fund Centers (current AWCS codes) that are necessary for 506, Level 2 - Agency to Enterprise/Non-Enterprise, and the 506A, Level 3 - Enterprise to Centers and Enterprise Offices
  - Center Funds Control Office will transfer appropriate funding from PRC Level 3 Fund Center to Level 4 Funds Centers which represent Object Classes
    - 62-Labor
    - 62-Training
    - 62-OtherLabor
- **Project Structure (cost collection level):**
  - Specific WBS/Network (Direct/Indirect Projects) or Reimbursable Order (fund reservation line items) will be cited through the Labor interface crosswalk
  - Indirect Labor projects will be necessary for indirect labor cost collection
  - FM Derivation rules establish links between Project WBS's to the Level 4 Fund Centers for P&RC cost
    - This functionality eliminates the necessity of distributing Labor funds by Projects (interim Full Cost)

Labor - Fund Source 41
Funding Distribution Example

Levels of Fund Center Structure Table	Description	Fund	Fund Center	Commit Item	Functional Area	Budget Sub-Type
Funds Distribution Flow		*Appropriation Fund Source Program Year Direct or Reim*	*AWCS*	*OMB Object Class*	*Congressional Operating Plan Line #*	*Maps to SGL Accounts*
Level 1: Agency Appropriation	Recording of Agency Appropriation	HSFXX2001D	NASA	All Objects	UA (Unassigned)	Appr
Level 1: Agency Apportionment	Recording of Agency Apportionment	HSFXX2001D	NASA	All Objects	UA (Unassigned)	Appo
Level 1: Agency Allotment	Recording of Agency Allotment	HSF412001D	NASA	1000	UA (Unassigned)	Allt
Level 2: Non-Programmatic Authority	506 or 506-R funding level by fund source	HSF412001D	001	1000	124	Auth
Level 3: Non-Programmatic Authority to Center	506A or 506A-R funding level by fund source	HSF412001D	62-PRC	1000	124	Auth
Level 4: Non-Programmatic Authority to Center	Lower distribution by Object Class as needed	HSF412001D	62-Labor	1000	124	Auth

Labor - Fund Source 41
Example of Budget Structure

Levels of Fund Center Structure Table	Description	Fund Center
Level 2: Non-Programmatic funding	Authority distributed to UPN from Allotment	001
Level 3: Non-Programmatic Authority to Center	Authority distributed to Center	62-PRC
Level 4: Non-Programmatic Authority to Center	Authority further distributed by object class as needed	62-Labor (by object class) and COP

Project Definition	WBS Structure	Network / Activities
N/A	N/A	N/A
N/A	N/A	N/A
62-376-80 Flight Hardware Upgrades	Lev 1 62-376-80- Flight Hdw Upgrades *Lev 2 62-376-80-10 Flt Hdw Supportability Upgrades Lev 3 62-376-80-10-10 SRB	Network 6000060 SRB Activity 0001 SRB Altitude Switch Assembly (ASA)
Indirect 62-0 Project	Lev 1 62-0- *Lev 2 62-036 Lev 3 62-036-10 Lev 4 62-036-10-10	

Labor Direct

Funding Moved
Funds Verification

Level 3 **506A or 506A-R**

Labor Funds are Received at Center

Level 4 **Labor by Object Class 62-Labor (all payroll-related labor including fringe and paid leave), 62-Training (training orders/contracts only), 62-OtherLabor (i.e., security investigations and workmen's comp, PCS)**

Centers transfer authority to Agency defined Fund Centers

Example:

L4 FC 62-Labor ← Labor Crosswalk WBS 62-376-80-10 ← Web Tads 376-80-10

Budget Processes

Travel

Travel

- **Fund Center Structure (funds control level):**
  - The Funds Center structure will be configured with Fund Centers (current AWCS codes) that are necessary for 506, Level 2 - Agency to Enterprise/Non-Enterprise, and the 506A, Level 3 - Enterprise to Centers and Enterprise Offices
  - Center Funds Control Office will transfer appropriate funding from Travel Level 3 Fund Center to Level 4 Organizational Fund Centers as needed (Agency approval required)
- **Project Structure (cost collection level):**
  - Specific WBS for Direct Projects or Indirect Projects by fund will be cited on the Commitment Document when the travel order is recorded in Funds Management and the fund reservation line item for reimbursable travel
  - Project definition FM Derivation rules establish links for the Project WBS to the Level 4 Fund Centers for Travel cost
    - This functionality eliminates the necessity of distributing Travel funds by Projects (interim Full Cost)

Travel - Fund Source 42
Funding Distribution Example

Levels of Fund Center Structure Table	Description	Fund	Fund Center	Commit Item	Functional Area	Budget Sub-Type
Funds Distribution Flow		*Appropriation Fund Source Program Year Direct or Reim*	*AWCS*	*OMB Object Class*	*Congressional Operating Plan Line #*	*Maps to SGL Accounts*
Level 1: Agency Appropriation	Recording of Agency Appropriation	HSFXX2001D	NASA	All Objects	UA (Unassigned)	Appr
Level 1: Agency Apportionment	Recording of Agency Apportionment	HSFXX2001D	NASA	All Objects	UA (Unassigned)	Appo
Level 1: Agency Allotment	Recording of Agency Allotment	HSF422001D	NASA	2000	UA (Unassigned)	Allt
Level 2: Non-Programmatic Authority	506 or 506-R funding level by fund source	HSF422001D	001	2000	125	Auth
Level 3: Non-Programmatic Authority to Center	506A or 506A-R funding level by fund source	HSF422001D	62-Travel	2000	125	Auth
Level 4: Non-Programmatic Authority to Center by Organization	High Level Agency Approved Organizational Fund Centers	HSF422001D	62-MPTravel	2000	125	Auth

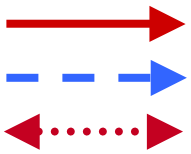
Travel - Fund Source 42
Example of Budget Structure

Levels of Fund Center Structure Table	Description	Fund Center
Level 2: Non-Programmatic funding	506 or 506R Authority distributed to UPN from Allotment	001
Level 3: Non-Programmatic Authority to Center	506A or 506A-R Authority distributed to Center	62-Travel
Level 4: Non-Programmatic Authority to Center	Authority further distributed by Agency approved organizational fund centers	62-MPTravel 62-ADTravel

Project Definition	WBS Structure	Network / Activities
N/A	N/A	N/A
N/A	N/A	N/A
62-376-80 Flight Hardware Upgrades	Lev 1 62-376-80-Flight Hdw Upgrades *Lev 2 62-376-80-10 Flt Hdw Supportability Upgrades Lev 3 62-376-80-10-10 SRB	Network 6000060 SRB Activity 0001 SRB Altitude Switch Assembly (ASA)
Indirect 62-0 Project	Lev 1 62-0- *Lev 2 62-036 Lev 3 62-036-10 Lev 4 62-036-10-06	

Travel – Direct and Indirect

Funding Moved
Cost collected
Funds Verification



Level 3 **506A or 506A-R**

Travel Funds are Received at Center

Level 4 **Travel by Program/Mgmt. Org or Indirect Mgt. Org,**

Centers transfer authority to Center Specific Fund Centers

Example:

L4 FC 62-MPTravel ⟷ **Commitment Doc. Cites appropriate code and Funds**

- WBS 62-376-80-10 (Direct to Project) (HSF42)
- WBS 62-090-54-01 (HSF42 and SAT42)

L4 FC 62-SDTravel ⟷ **Commitment Doc. Cites appropriate code and Funds**

- WBS 62-101-11-32 (Direct to Project) (SAT42)
- WBS 62-090-52-01 (HSF42 and SAT42)

Budget Processes

Carrier Account / Cost Pool

Fund Distributions

Configuration for Carrier Accounts / Cost Pools

- Fund Center Structure (funds control level):
  - The Funds Center structure will be configured with Fund Centers (current AWCS codes) that are necessary for 506, Level 2 - Agency to Enterprise, and the 506A, Level 3 - Enterprise to Centers and Enterprise Offices
  - Center Funds Control Office will transfer appropriate funding from Direct Level 3 Fund Center to Level 4 Carrier Account/Cost Pool Fund Centers as needed

Carrier Account / Cost Pool

Funding Distribution Example

Levels of Fund Center Structure Table	Description	Fund	Fund Center	Commit Item	Functional Area	Budget Sub-Type
Funds Distribution Flow		*Appropriation Fund Source Program Year Direct or Reim*	*AWCS*	*OMB Object Class*	*Congressional Operating Plan Line #*	*Maps to SGL Accounts*
Level 1: Agency Appropriation	Recording of Agency Appropriation	HSFXX2003D	NASA	All Objects	UA (Unassigned)	Appr
Level 1: Agency Apportionment	Recording of Agency Apportionment	HSFXX2003D	NASA	All Objects	UA (Unassigned)	Appo
Level 1: Agency Allotment	Recording of Agency Allotment	HSF542003D	NASA	All Others	UA (Unassigned)	Allt
Level 2: Programmatic Authority	506 or 506R funding level 3-digit	HSF542003D	376	All Others	088	Auth
Level 3: Programmatic Authority to Center	506A or 506R-A funding level 3, 5, or 7-digit UPN or 4-digit FPN	HSF542003D	62-376-80	All Others (then transfer to Carrier/Cost Pool Comt Item	088	Auth
Level 4: Programmatic Authority to Center Carrier Account/Cost Pools	Center transfer appropriate authority	HSF542003D	62-PRSM	Pool	UA	Pool

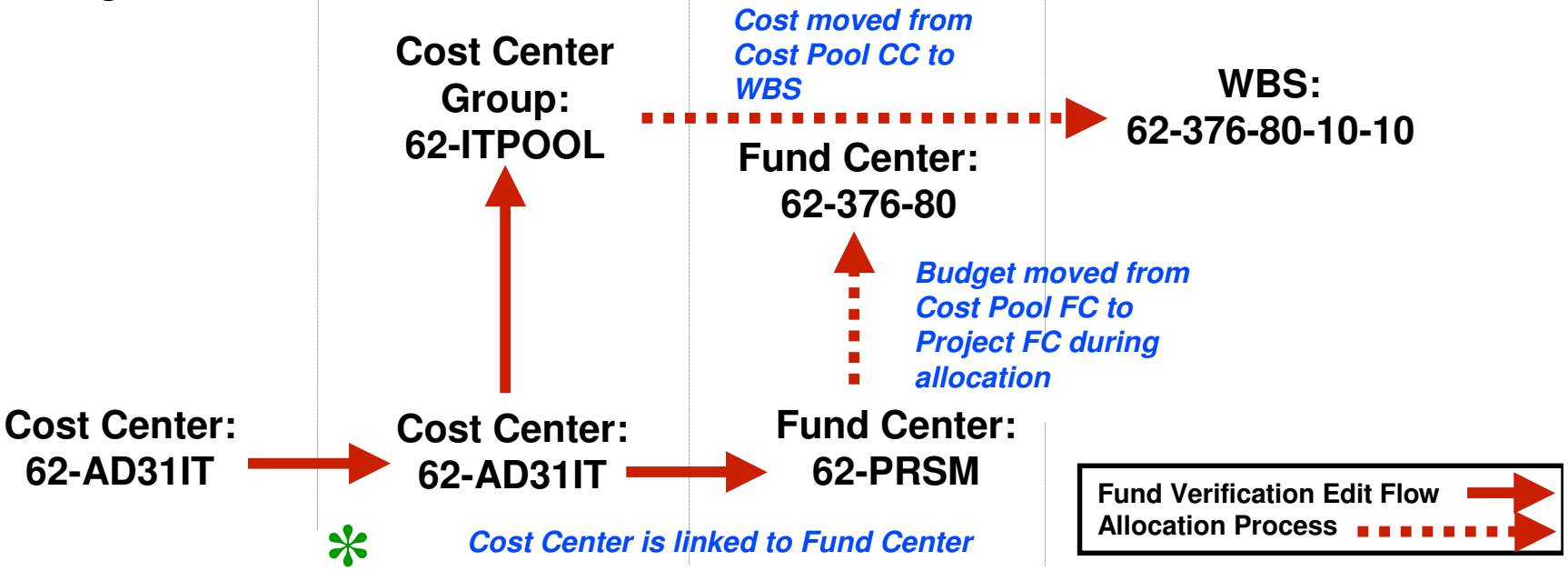
Carrier Account / Cost Pool

Budget Structure

Levels of Fund Center Structure Table	Description	Fund Center	Cost Center Group	Cost Center (Alternate Hierarchy)
Level 1: Agency Appropriation	Recording of Agency Appropriation	NASA		
Level 1: Agency Apportionment	Recording of Agency Apportionment	NASA		
Level 1: Agency Allotment	Recording of Agency Allotment	NASA		
Level 2: Program/ Non-Programmatic Authority		Code M (superior fund center only – not to be used for funds distribution)		
Level 3: Program/Non-Programmatic Authority to AIN		62-MSFC (superior fund center only – not to be used for funds distribution)		
Level 4: Non-Programmatic Authority	Transfer budget from Programmatic/ Non-programmatic Fund Center to Cost Pool Fund Center	62-ITPOOL (Budget will be returned to Programmatic/ Non-programmatic Fund Center)	62-ITPOOL (Cost will assessed to Project WBS	62-AD31IT

Table Edit Validations
Citing a Cost Pool (with allocation flow)

Material Mgmt Module	✻Controlling Module	Funds Mgmt Module	Project Systems Module
User enters account assignments on the Purchase Request. This data includes a Cost Center for a Cost Pool charge.	Cost Center represents the Center Full Cost structure for cost pool allocation.	Fund Center represents the 506A level of the AWCS plus the Center Cost Pool fund structure.	WBS represents the AWCS FACS reporting level.



Budget Processes

Sub-Authorization

Sub-Authorizations

Fund Center Structure (funds control level):

- Minimal process to be used during Agency rollout of Core Financial
- Funding will be withdrawn from the Authorizing Center and re-distributed to the Performing Center
- Sub-Authorizations will be identified in SAP by a Level 4 Fund Center under the receiving Center's hierarchy. Example: 6276-376-80 (62 represents Performing Center, 76 represents Authorizing Center)
- The system will only capture Sub-Authorizations Received, not issued
- As other Centers implement, the Agency could perform Center-to-Center transfers, as opposed to Center-to-Headquarter withdrawals, and then Headquarters-to-Center distributions

Project Structure (cost collection level):

- Level 4 Fund Center representing Sub-Authorizations will have a corresponding Project/WBS structure. A WBS will represent a Sub-Authorization agreement

Funds Distributions

Sub-Authorizations during Implementation Roll-Out of All Centers

Levels of Fund Center Structure Table	Description	Fund Center
Level 1: Agency Appropriation	Recording of Agency Appropriation	NASA
Level 1: Agency Apportionment	Recording of Agency Apportionment	NASA
Level 1: Agency Allotment	Recording of Agency Allotment	NASA
Level 2: Programmatic funding	506 or 506R funding level 3-digit	376 Space Shuttle Flight Hardware
Level 3: Programmatic funding to AIN	506A or 506R-A funding level 3, 5, or 7-digit UPN or 4-digit FPN	62-376-80 Flight Hardware Upgrades
Level 4: IFA received by Performing Center	Authority transferred to IFA Fund Center	6276-376-80 Receiving Center is 62 – MSFC Issuing Center is 76 - KSC

Center that has not implemented SAP
KSC

Funding issued by MSFC will be removed from SAP and reissued manually to KSC

Funding received by MSFC will be manually removed from KSC and then reissued to MSFC in the SAP system

Budget Processes

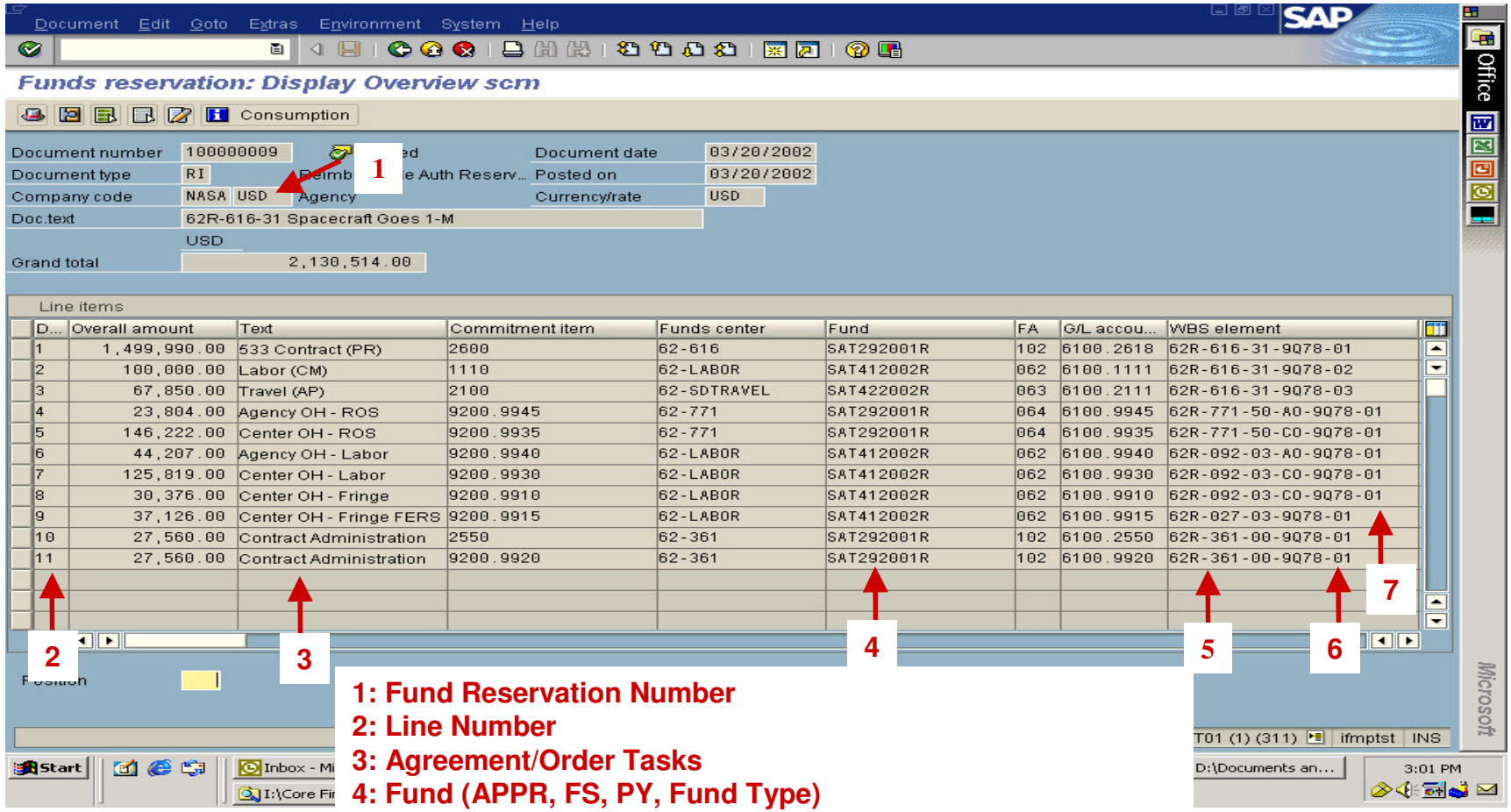
Reimbursable

Reimbursable Agreement / Order

- **Fund Center Structure (funds control level):**
  - The Funds Center structure will be configured with Fund Centers (current AWCS codes) that are necessary for 506, Level 2 - Agency to Enterprise, and the 506A, Level 3 - Enterprise to Centers and Enterprise Offices
  - Level 3 funding distribution will represent blanket reimbursable authority at the Center level
  - When Center receives a Reimbursable Agreement/Order, two events could take place:
    - ↓ Establishment of a Funds Reservation document for the direct and overhead portion of an Order
    - ↓ Transfer appropriate funding from Level 3 Fund Center to Level 4 Carrier Accounts/Cost Pools Fund Centers as needed
- **Project Structure (cost collection level):**
  - WBS will be configured to represent the current AWCS structure
  - Below the AWCS reporting level, a WBS will be established for each fund (Appropriation, Fund Source, Program Year) by Order
  - Networks will be used to collect cost at a Center or Project specific detailed level below the Reimbursable Order WBS levels

Reimbursable Agreement/Order

Funds Reservation Document



1: Fund Reservation Number
2: Line Number
3: Agreement/Order Tasks
4: Fund (APPR, FS, PY, Fund Type)
5: WBS (Account Assignment)
6: Order Number (assigned by Center Reimbursable Manager)
7: Fund Indicator

Topic 2 Debrief

- Upon completion of this topic, individuals should understand the following:
  - System functionality in Funds Management module
  - Processes in Funds Management module in support of Budget Authority distribution

Topic 3

Agency Level Funds Management

Topic Overview

- Agency Level Funds Management
  - Funds distribution procedures
  - Funds distribution functions
- Process Flows
  - Record and Maintain Appropriated Budget Authority
  - Record Changes to Appropriated Budget Authority
  - Record and Maintain Non-Appropriated Budget Authority

Topic Overview (continued)

- Record and Maintain Appropriated Budget Authority
  - Appropriations, Apportionments, and Allotments
    - ↓Entered at the Agency Fund Center level using the appropriate Fund, Fund Source, Program Year, Fund Type, Functional Area, Commitment Item, and Budget Type
    - ↓The amount in the receiver Fund Center must either be equal to, or less than the amount in the sender Fund Center
    - ↓The sender and receiver Funds are different during the Allotment transaction due to the allocation of budget authority to to the final Fund Source

Topic Overview (continued)

- Record Changes to Appropriated Budget Authority
  - Rescissions represent a reduction to internal distribution of budget authority
    - ↓Rescissions to budget authority begin at the lowest level Fund Center where authority was distributed
  - Supplements represent OMB directed additions to budget authority
    - Supplements to budget authority begin at the Agency level, and are entered as an Appropriation for direct authority into SAP

Topic Overview (continued)

- Record and Maintain Non-Appropriated Budget Authority
  - Allows obligation of Non-Appropriated budget authority
  - Non-Appropriated funds consist of donations from private donors, estates, etc.
  - Entered in SAP using:
    - ↓Agency Level Fund Center
    - ↓Relevant Non-Appropriated Fund
    - ↓Program Year
    - ↓Functional Area
    - ↓Budget Sub-type

Topic 3: Objectives

- Upon completion of Agency Level Funds Management, end-users should understand the following concepts:

  - Funds distribution procedures

    - ↓Appropriation, Apportionment, Allotment

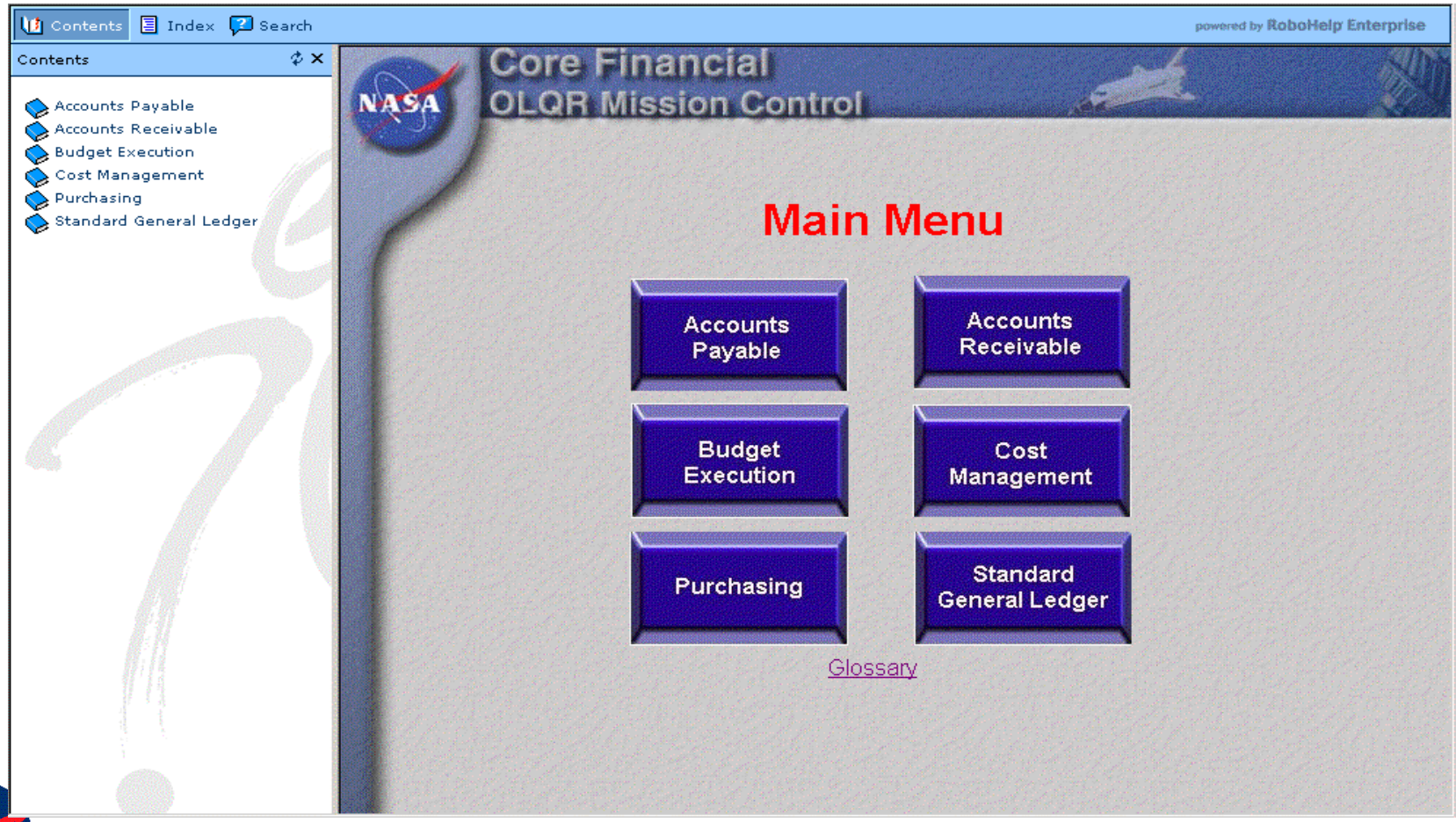
    - ↓Processing of Budget Rescissions

    - ↓Processing of Budget Supplements

    - ↓Non-Appropriated Authority

Topic Process Flow

Agency Level Funds Management



Demonstrations and Exercises Introduction

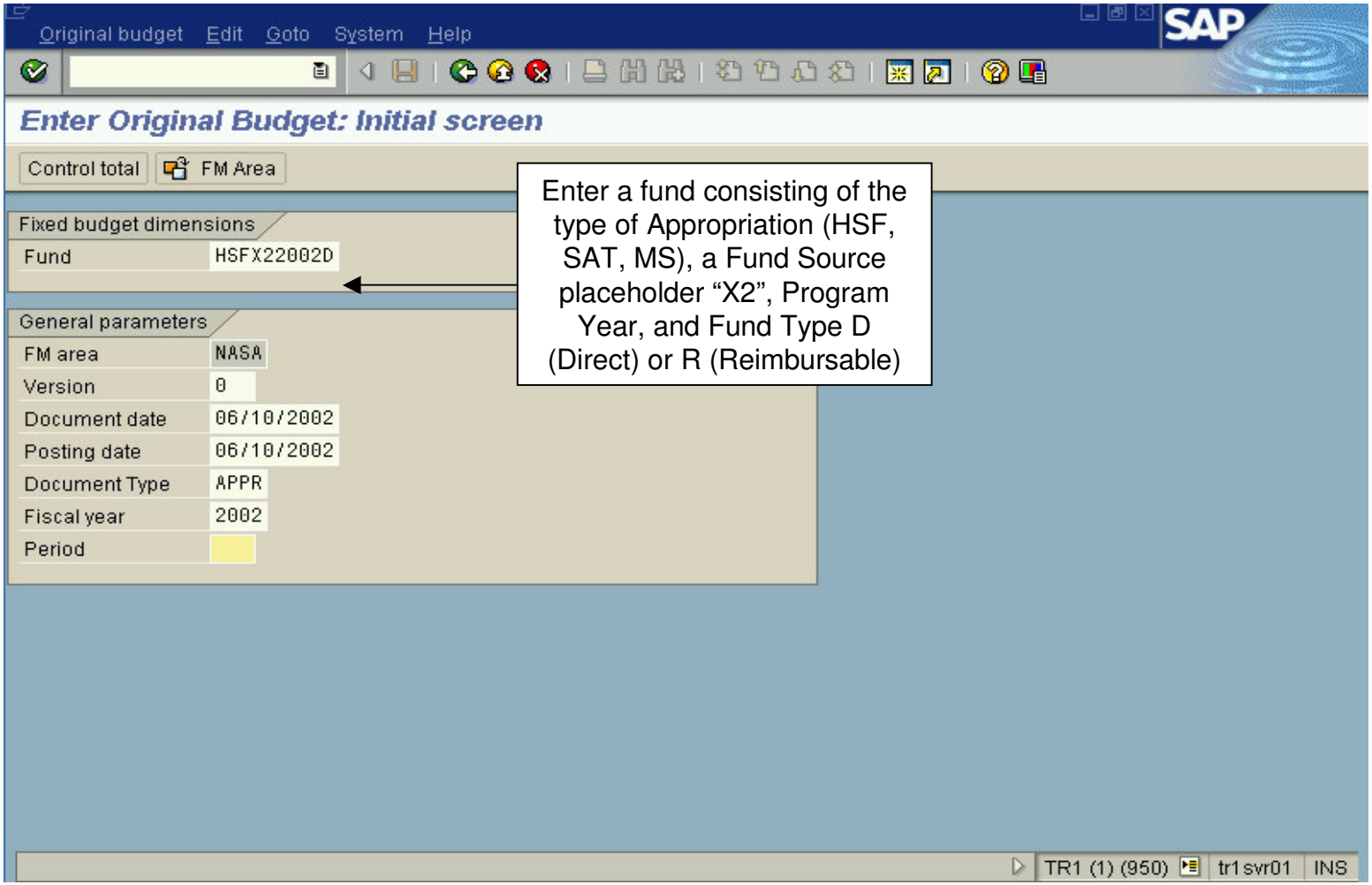
Demonstrations and Exercises

- Display Sending Fund Center/Direct Fund Authority Balance
- Record Agency Appropriation
- Record Agency Apportionment
- Record Direct Allotment
- Record Direct Program/Non-Programmatic Authority
- Display Direct Allotment Available Budget
- Record Rescission to Agency Allotment
- Record Rescission to Agency Apportionment
- Record Rescission to Agency Appropriation

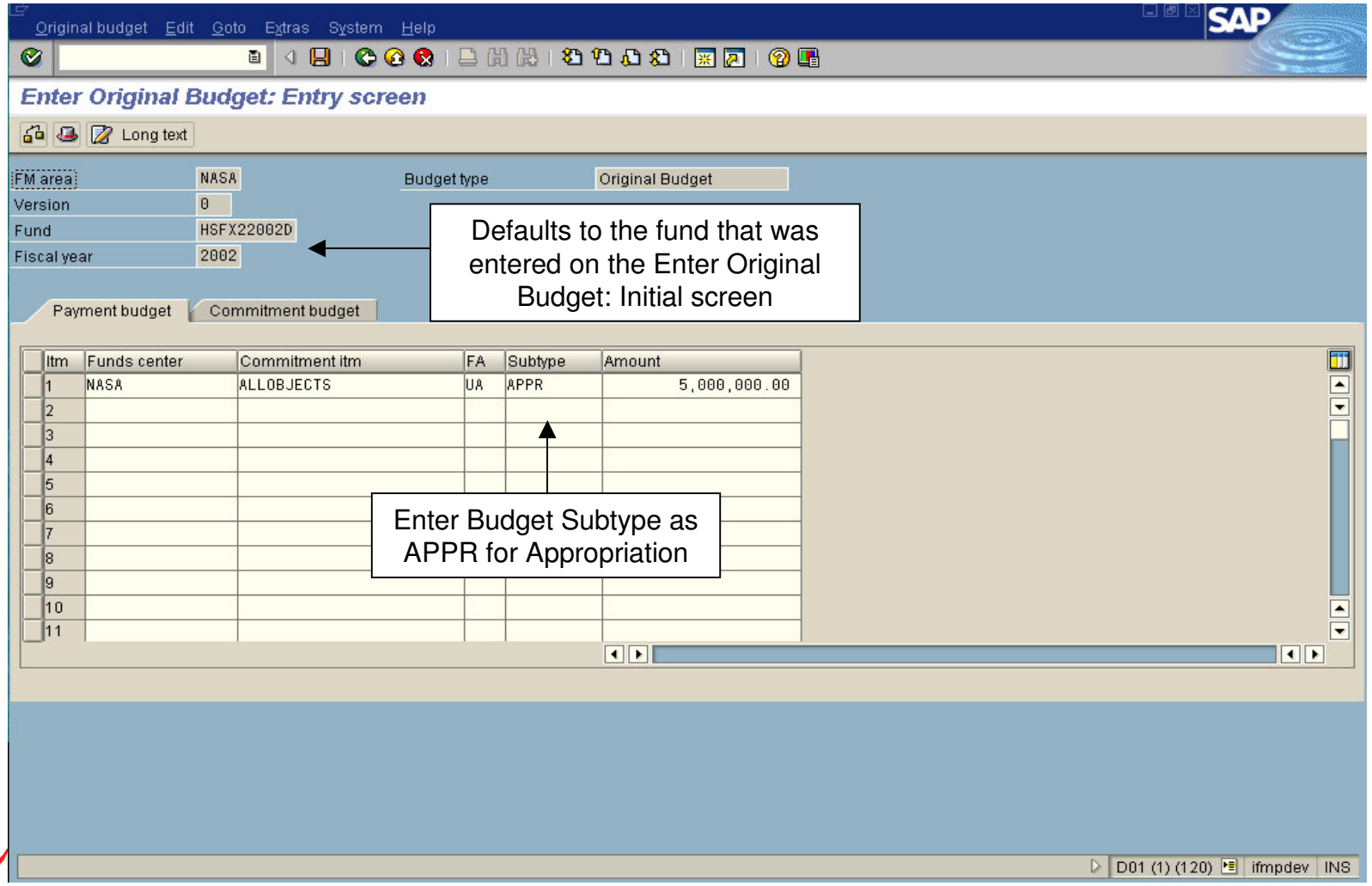
Demonstrations and Exercise Continued

- Record Supplement to Agency Appropriation
- Record Supplement to Agency Apportionment
- Record Supplement to Agency Allotment
- Display Sending Fund Center/Fund Non-Appropriated Authority Balance
- Record Non-Appropriated Authority

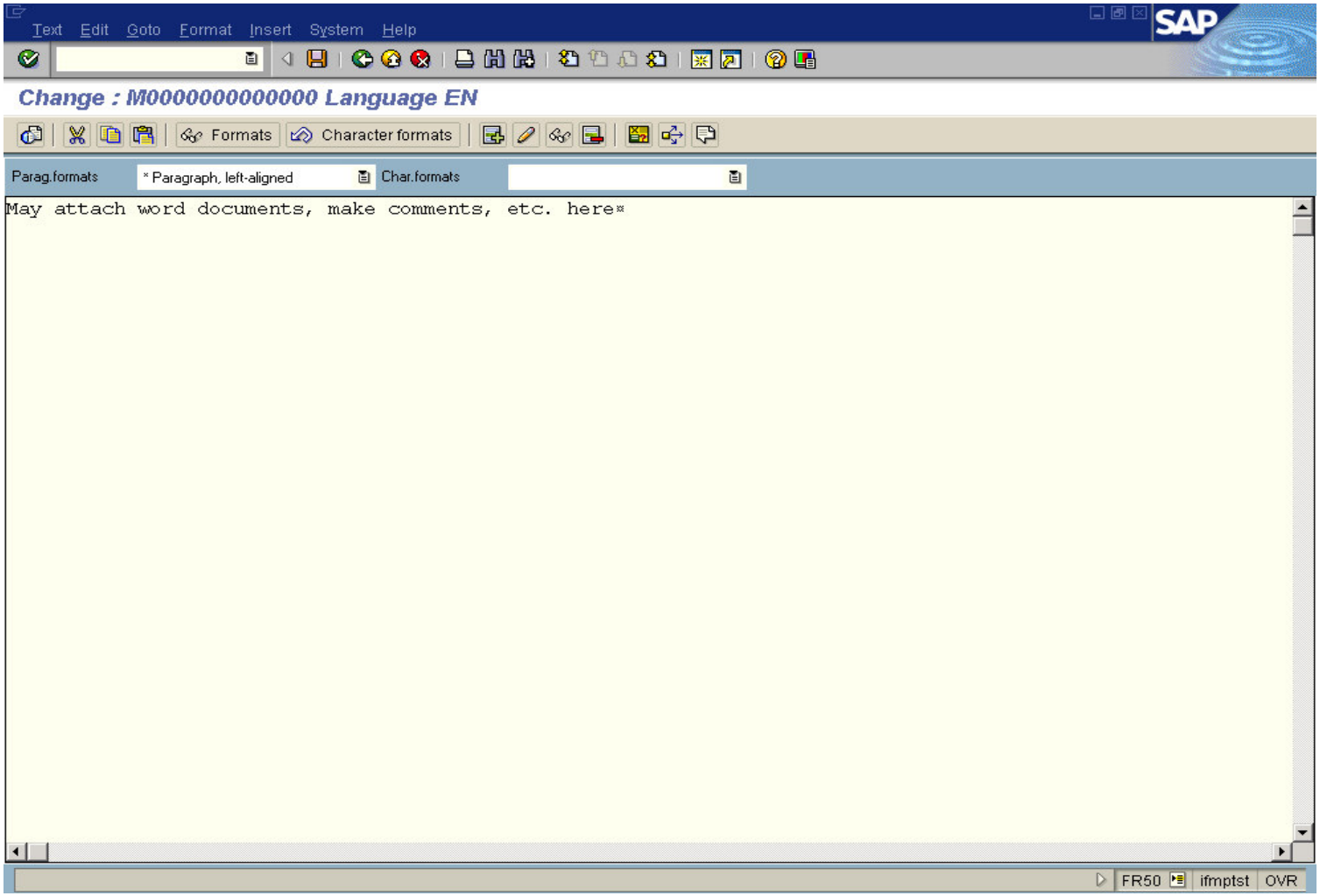
Screenshot


Original budget Edit Goto System Help
SAP
Enter Original Budget: Initial screen
Control total
FM Area
Fixed budget dimensions
Fund HSFX22002D
General parameters
FM area NASA
Version 0
Document date 06/10/2002
Posting date 06/10/2002
Document Type APPR
Fiscal year 2002
Period
Enter a fund consisting of the type of Appropriation (HSF, SAT, MS), a Fund Source placeholder "X2", Program Year, and Fund Type D (Direct) or R (Reimbursable)
TR1 (1) (950)
tr1 svr01
INS

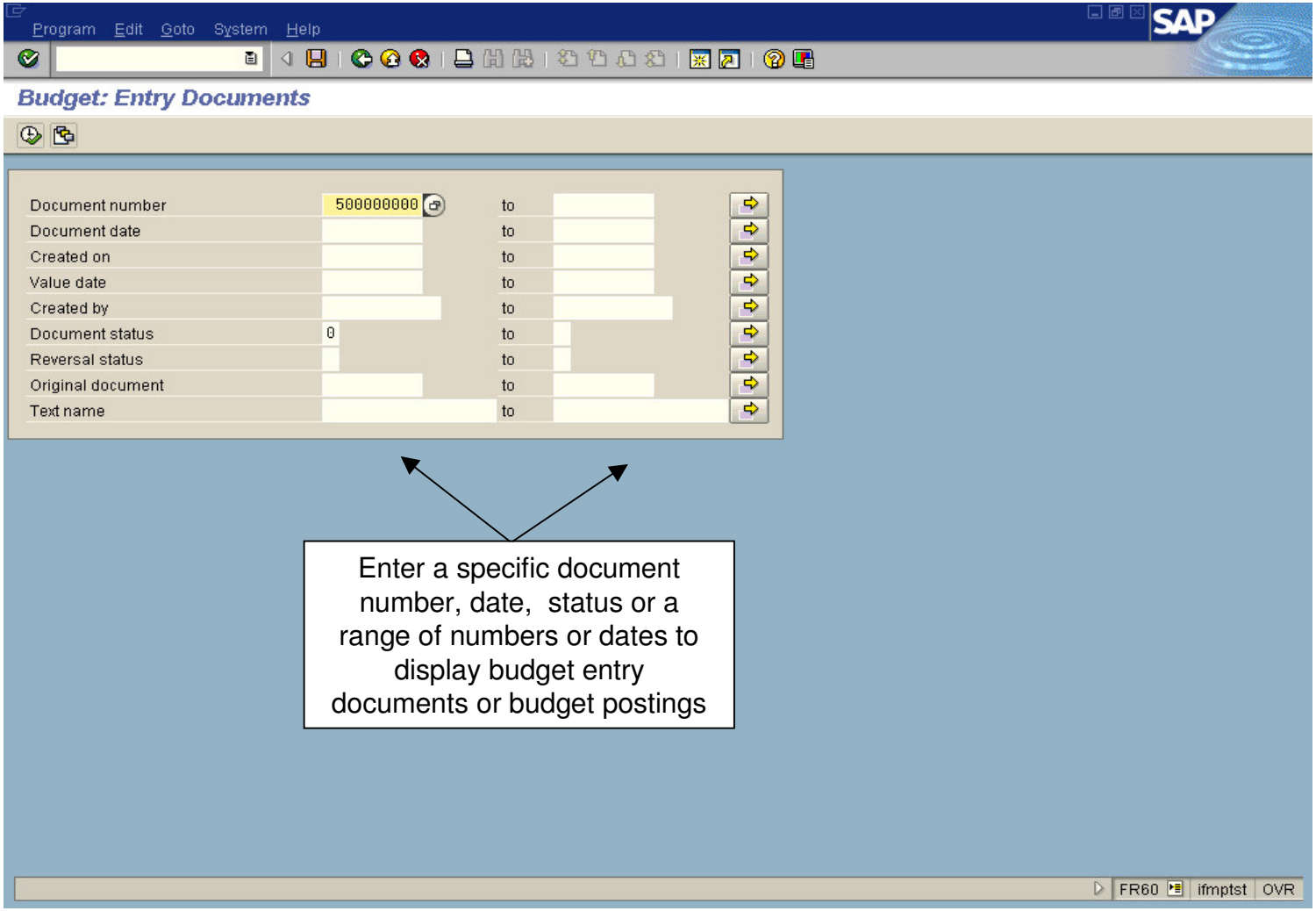
Screenshot


Original budget Edit Goto Extras System Help
SAP
Enter Original Budget: Entry screen
Long text
FM area NASA
Version 0
Fund HSFX22002D
Fiscal year 2002
Budget type Original Budget
Defaults to the fund that was entered on the Enter Original Budget: Initial screen
Payment budget
Commitment budget
Itm | Funds center | Commitment itm | FA | Subtype | Amount
1 | NASA | ALLOBJECTS | UA | APPR | 5,000,000.00
Enter Budget Subtype as APPR for Appropriation
D01 (1) (120) ifmpdev INS

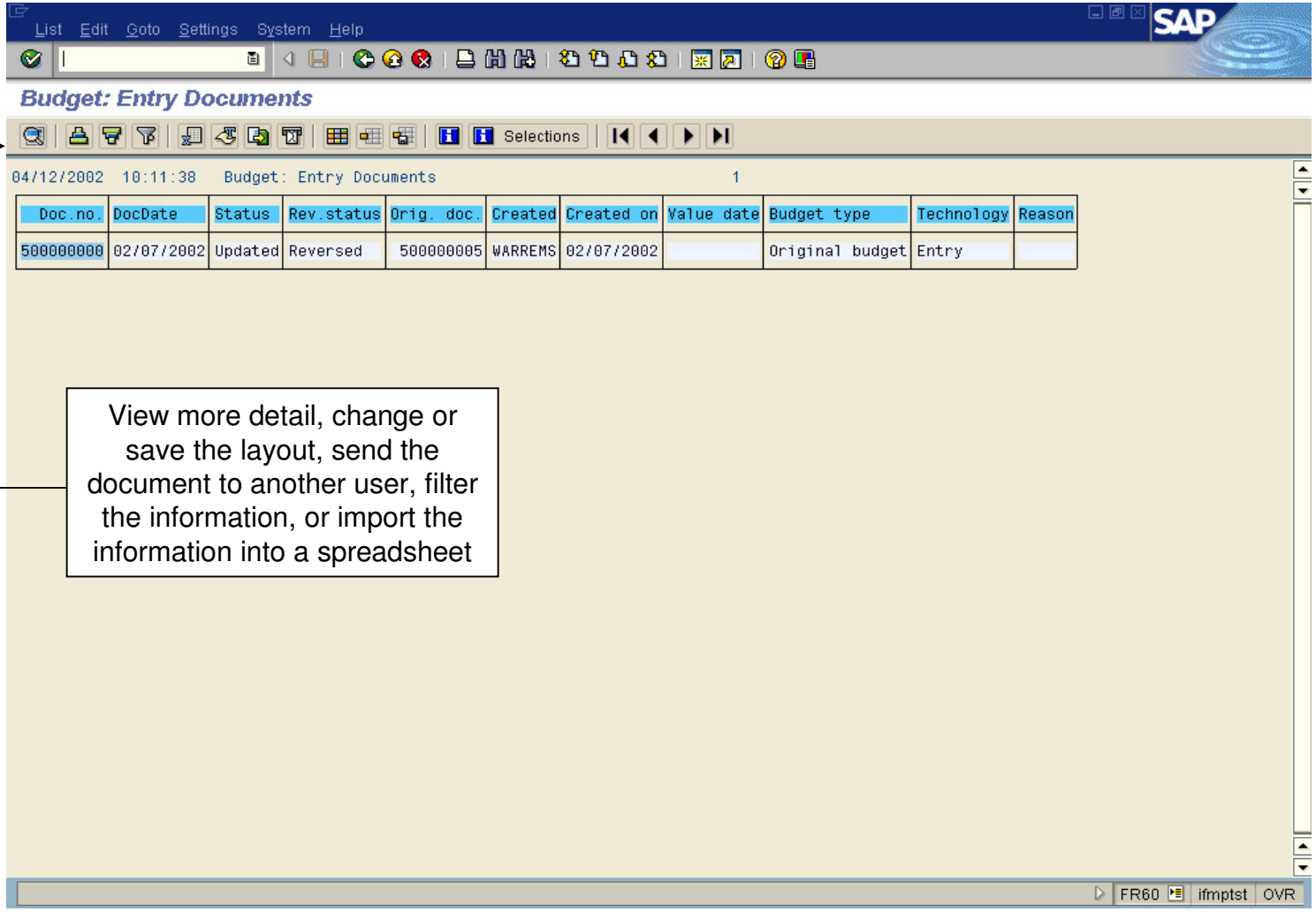
Screenshot


Text Edit Goto Format Insert System Help
SAP
Change : M0000000000000 Language EN
Formats
Character formats
Parag.formats
* Paragraph, left-aligned
Char.formats
May attach word documents, make comments, etc. here*
FR50
ifmptst
OVR

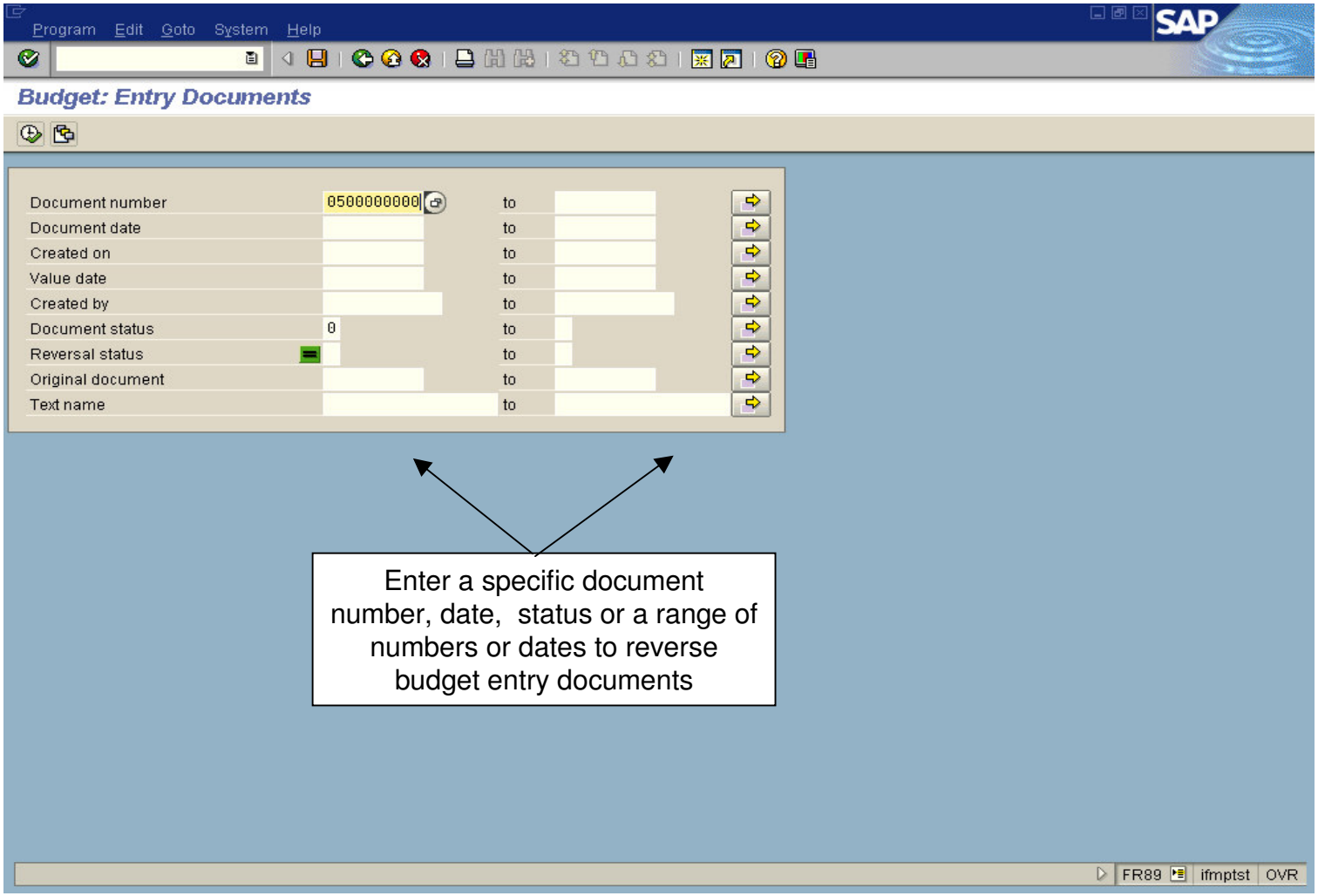
Screenshot


Program Edit Goto System Help
SAP
Budget: Entry Documents
Document number 500000000 to
Document date to
Created on to
Value date to
Created by to
Document status 0 to
Reversal status to
Original document to
Text name to
Enter a specific document number, date, status or a range of numbers or dates to display budget entry documents or budget postings
FR60 ifmptst OVR

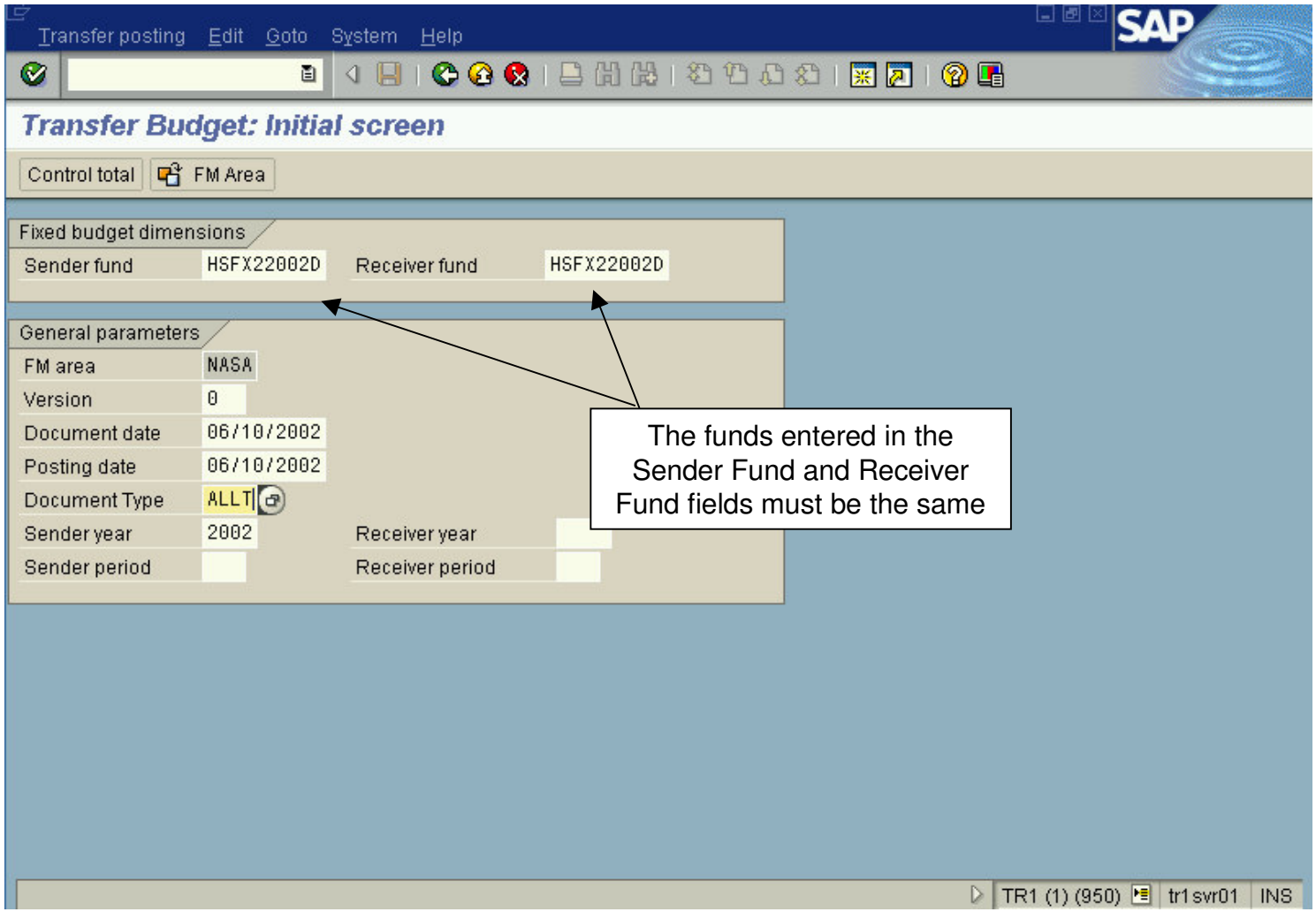
Screenshot


List Edit Goto Settings System Help
SAP
Budget: Entry Documents
Selections
04/12/2002 10:11:38 Budget: Entry Documents 1
Doc.no. DocDate Status Rev.status Orig. doc. Created Created on Value date Budget type Technology Reason
500000000 02/07/2002 Updated Reversed 500000005 WARREMS 02/07/2002 Original budget Entry
View more detail, change or save the layout, send the document to another user, filter the information, or import the information into a spreadsheet
FR60 ifmptst OVR

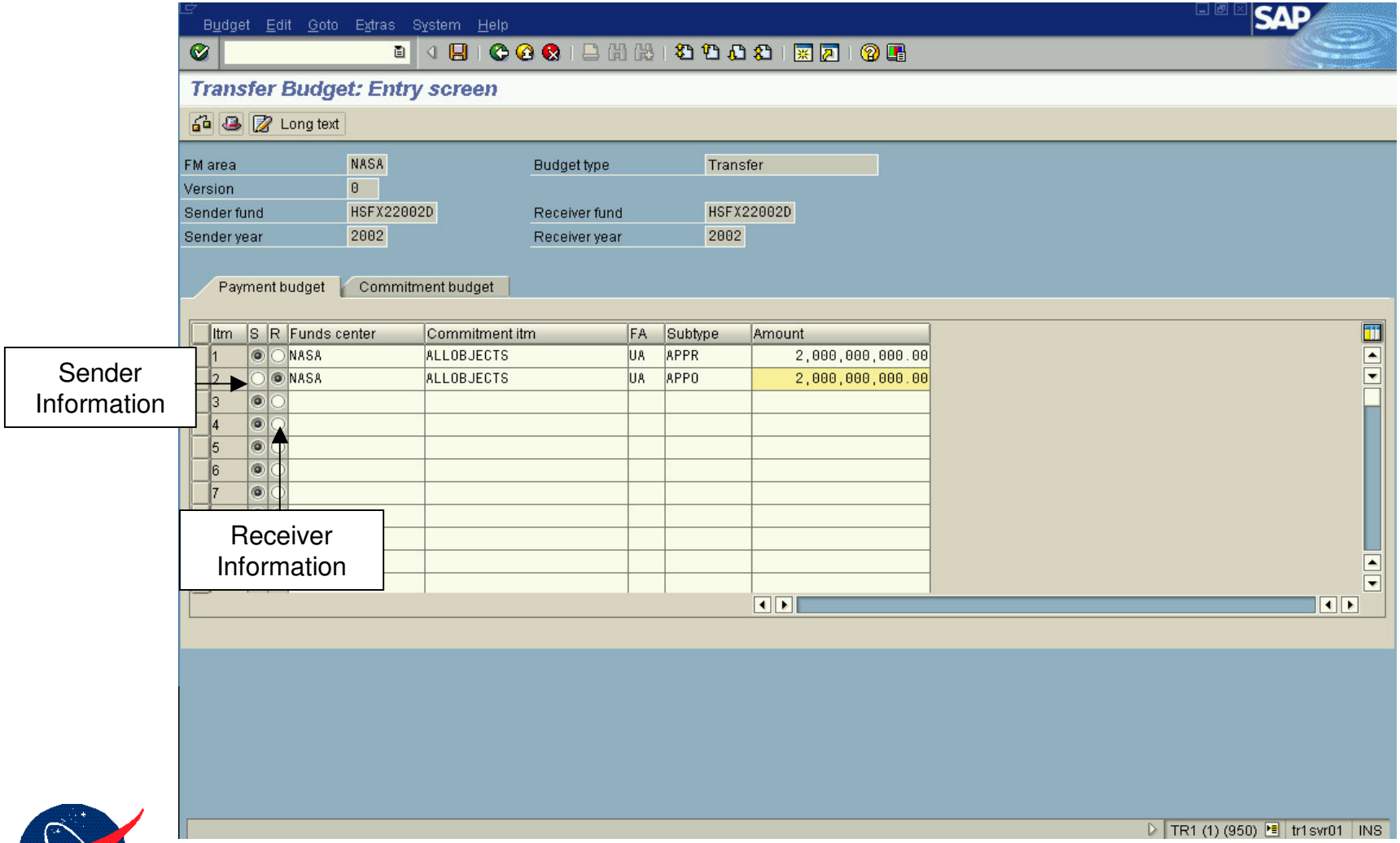
Screenshot


Program Edit Goto System Help
SAP
Budget: Entry Documents
Document number 0500000000 to
Document date to
Created on to
Value date to
Created by to
Document status 0 to
Reversal status to
Original document to
Text name to
Enter a specific document number, date, status or a range of numbers or dates to reverse budget entry documents
FR89 ifmptst OVR

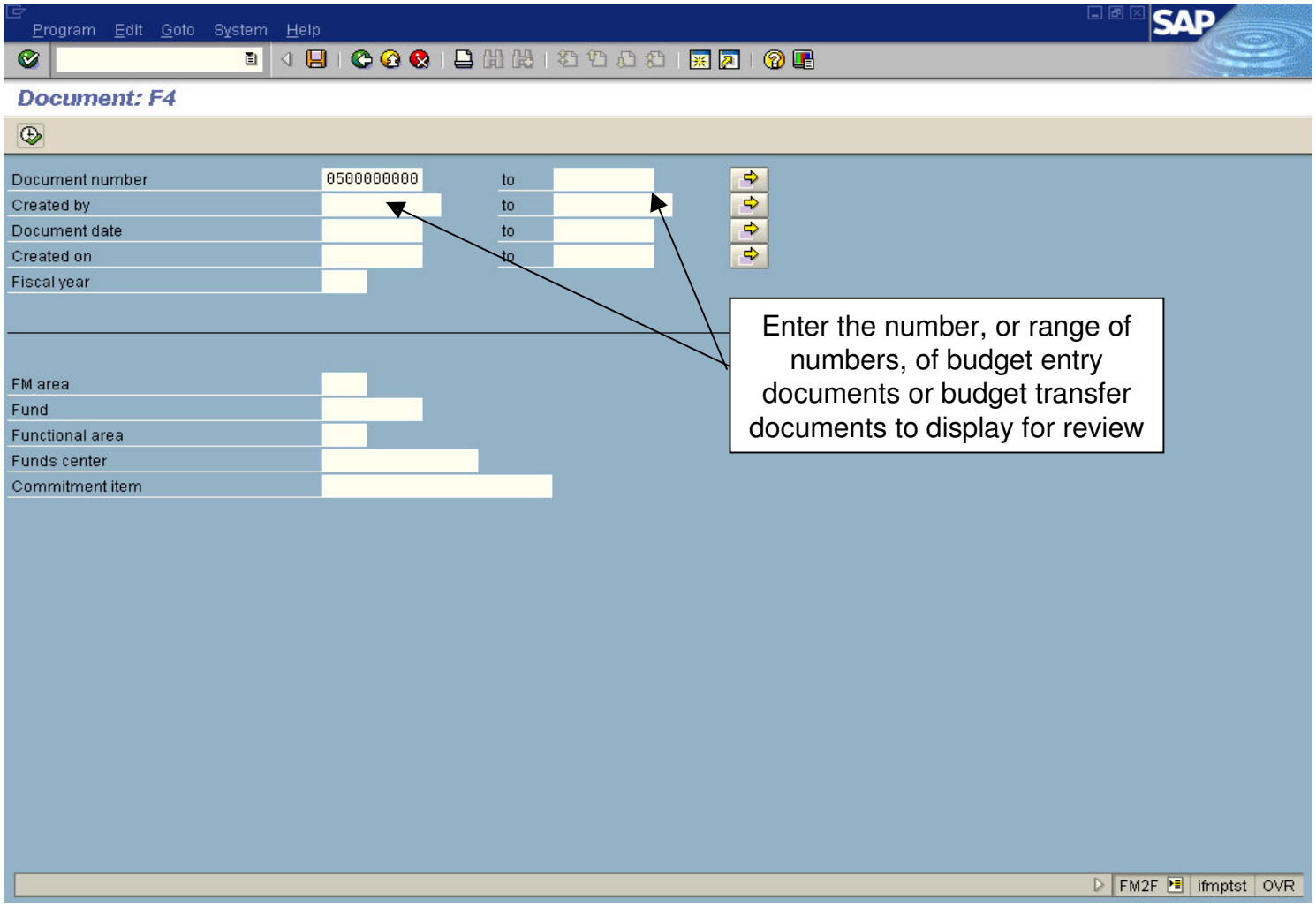
Screenshot


Transfer posting
Edit
Goto
System
Help
SAP
Transfer Budget: Initial screen
Control total
FM Area
Fixed budget dimensions
Sender fund
HSFX22002D
Receiver fund
HSFX22002D
General parameters
FM area
NASA
Version
0
Document date
06/10/2002
Posting date
06/10/2002
Document Type
ALLT
Sender year
2002
Receiver year
Sender period
Receiver period
The funds entered in the Sender Fund and Receiver Fund fields must be the same
TR1 (1) (950)
tr1svr01
INS

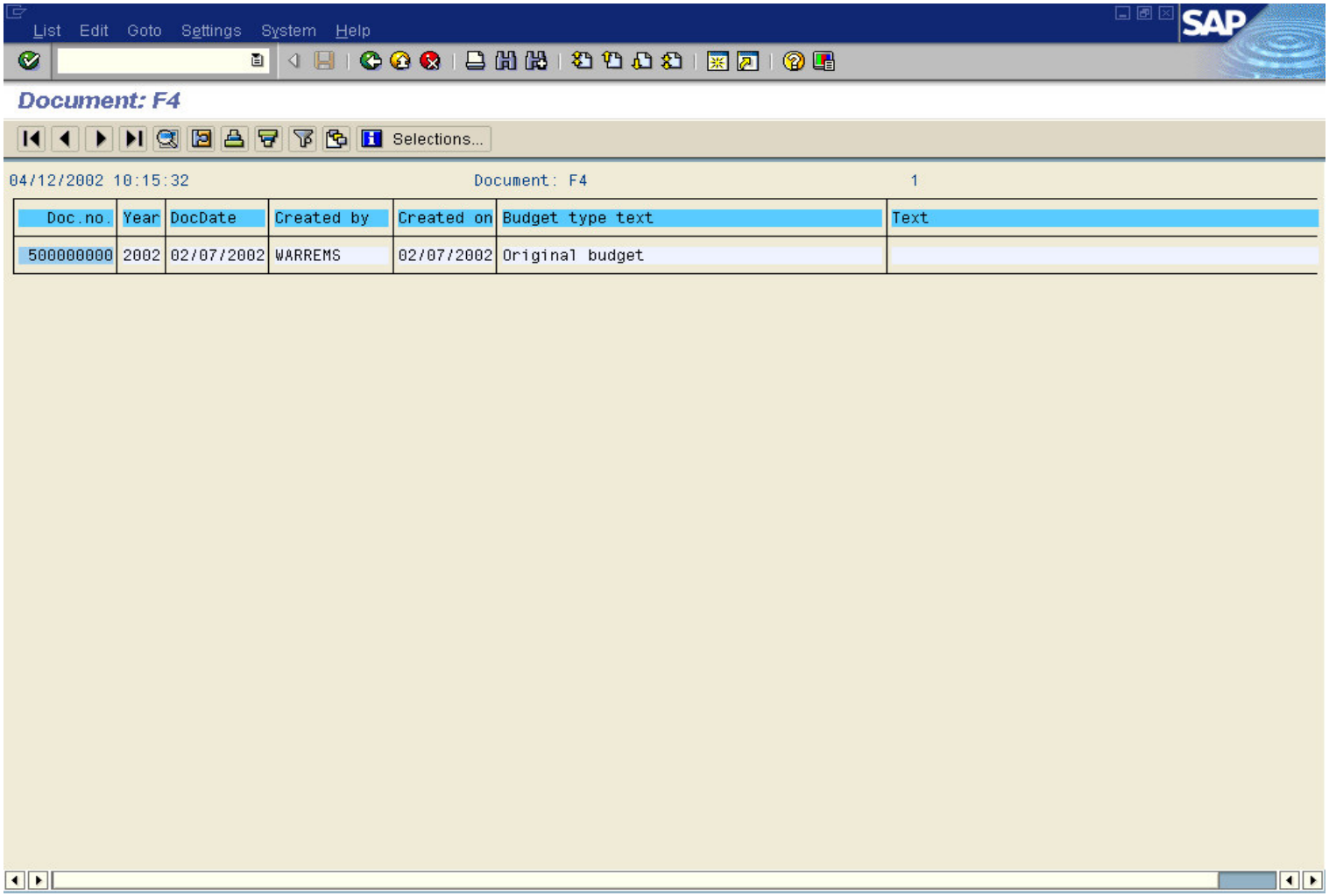
Screenshot


Budget Edit Goto Extras System Help
SAP
Transfer Budget: Entry screen
Long text
FM area NASA
Version 0
Sender fund HSFX22002D
Sender year 2002
Budget type Transfer
Receiver fund HSFX22002D
Receiver year 2002
Payment budget
Commitment budget
Itm S R Funds center Commitment itm FA Subtype Amount
1 NASA ALLOBJECTS UA APPR 2,000,000,000.00
2 NASA ALLOBJECTS UA APPO 2,000,000,000.00
3
4
5
6
7
Sender Information
Receiver Information
TR1 (1) (950)
tr1 svr01
INS

Screenshot


Program Edit Goto System Help
SAP
Document: F4
Document number 0500000000 to
Created by to
Document date to
Created on to
Fiscal year
FM area
Fund
Functional area
Funds center
Commitment item
Enter the number, or range of numbers, of budget entry documents or budget transfer documents to display for review
FM2F
ifmptst
OVR

Screenshot


List Edit Goto Settings System Help
SAP
Document: F4
Selections...
04/12/2002 10:15:32
Document: F4
1
Doc.no. Year DocDate Created by Created on Budget type text Text
500000000 2002 02/07/2002 WARREMS 02/07/2002 Original budget

Topic 3 Debrief

- The Budget Maintainer transfers Authority at the Agency level
  - Records Appropriation, Apportionments, Allotments, and Level 2 Fund Centers
  - Records Rescissions to the Agency Budget
  - Records Supplements to the Agency Budget

Topic 4

Enterprise Level Funds Management

Topic Overview

- Enterprise Level Funds Management
  - Funds distribution procedures
  - Funds distribution functions
- Process Flows
  - Record and Maintain Appropriated Budget Authority
  - Record and Maintain Non-Appropriated Budget Authority

Topic Overview (continued)

- Record and Maintain Appropriated Budget Authority
  - Represents Agency internal distribution of new obligating authority to Agency-level cognizant offices
  - Transactions based on Agency Operating Plans
  - Authority entered using:
    - ↓ Fund
    - ↓ Fund Source
    - ↓ Program Year
    - ↓ Fund Type
    - ↓ Level 2 UPN/FPN Fund Center
    - ↓ Functional Area
    - ↓ Commitment Item
    - ↓ Budget Sub-type

Topic Overview (continued)

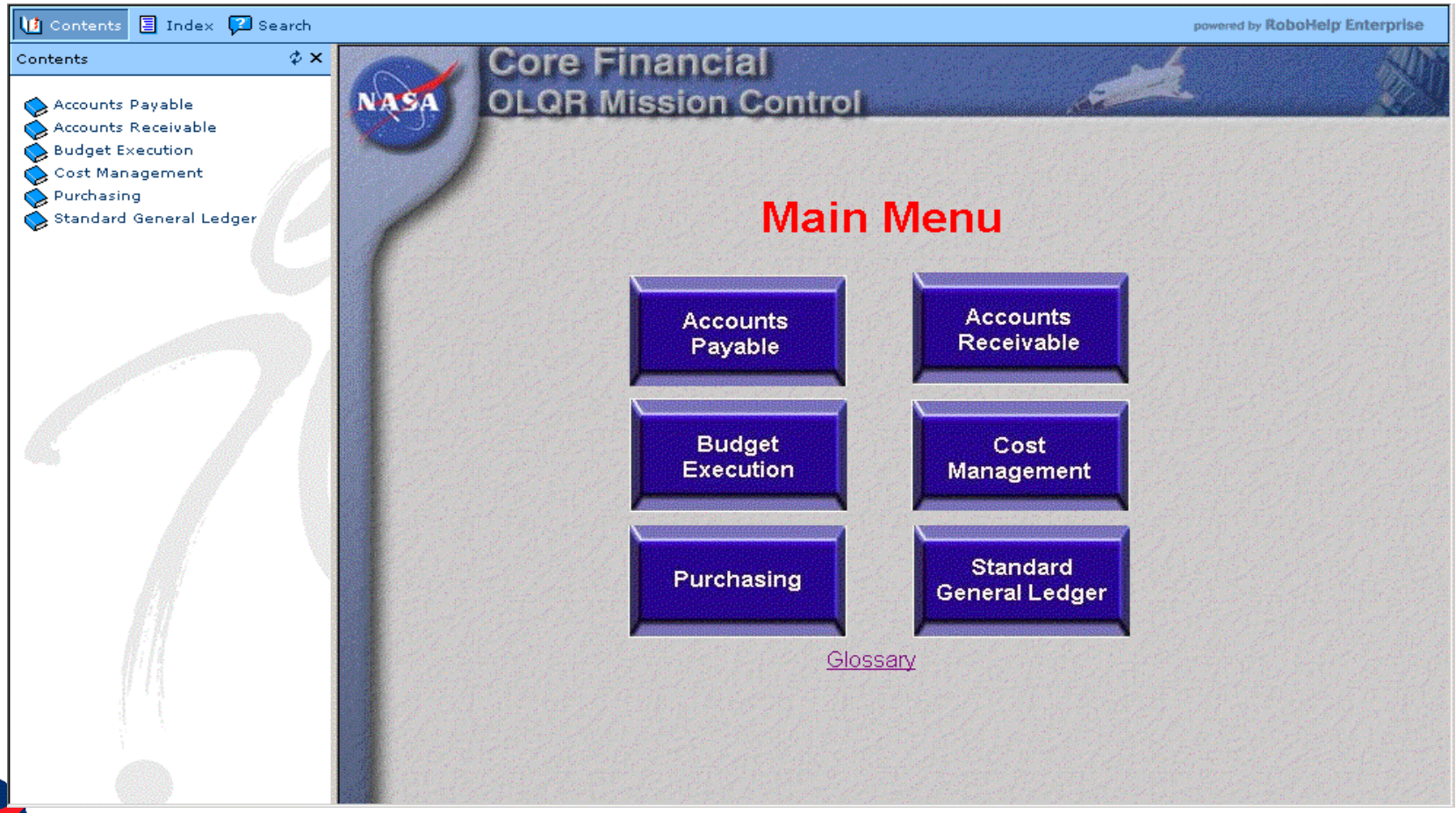
- Record and Maintain Non-Appropriated Budget Authority
  - Represents Agency internal distribution and confirmation of new obligating authority
  - Distribution based on Congressional Operating Plan
  - Authority entered using:
    - ↓Fund for Non-Appropriated Budget Authority
    - ↓Program Year
    - ↓Program/Non-Programmatic Level 2 Fund Center
    - ↓Functional Area
    - ↓Budget Sub-type

Topic 4: Objectives

- Upon completion of Enterprise Level Funds Management, end-users should understand the following concepts:
  - Funds distribution procedures
  - Authority transfers

Topic Process Flow

Enterprise Level Funds Management

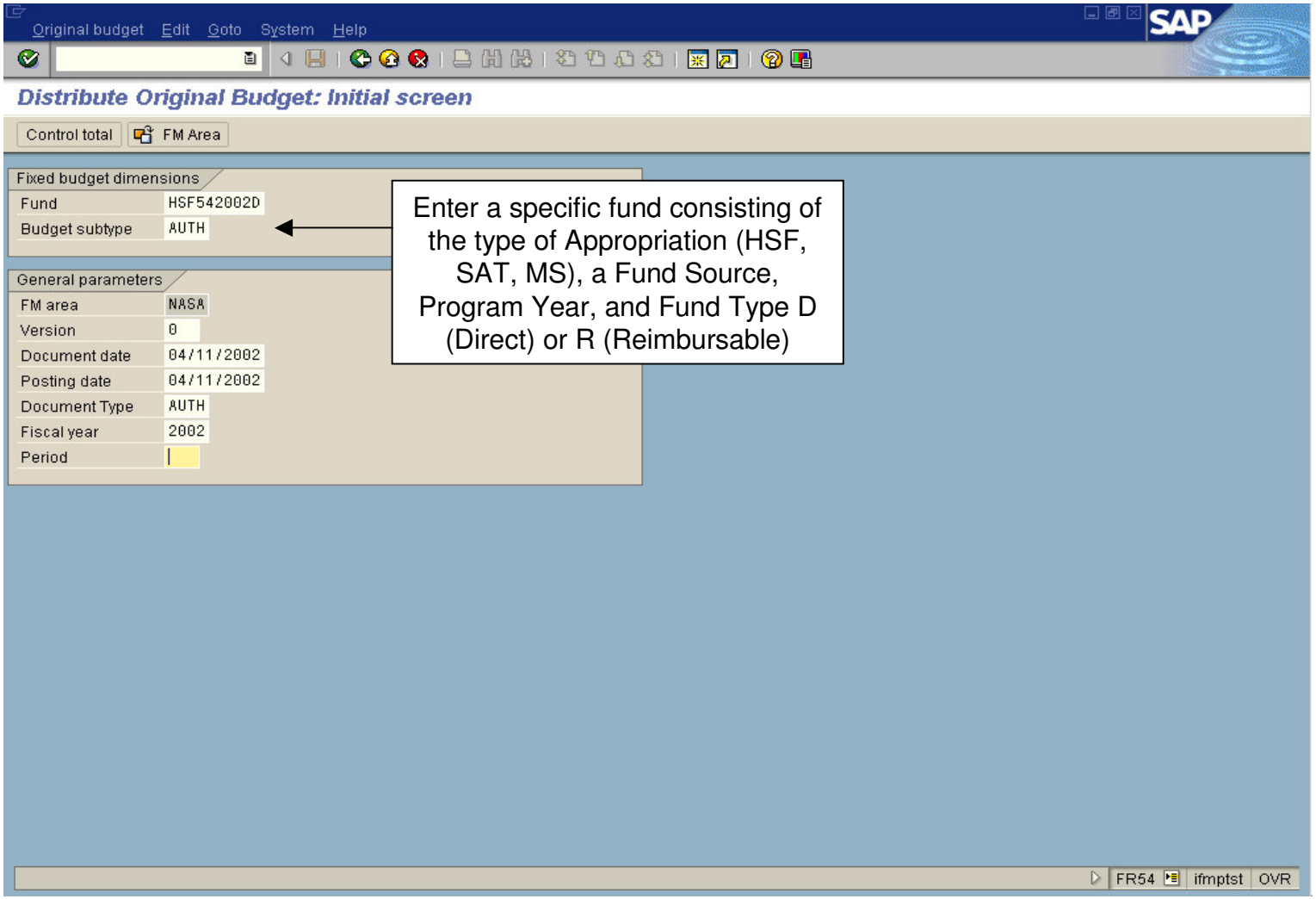


Demonstrations and Exercises Introduction

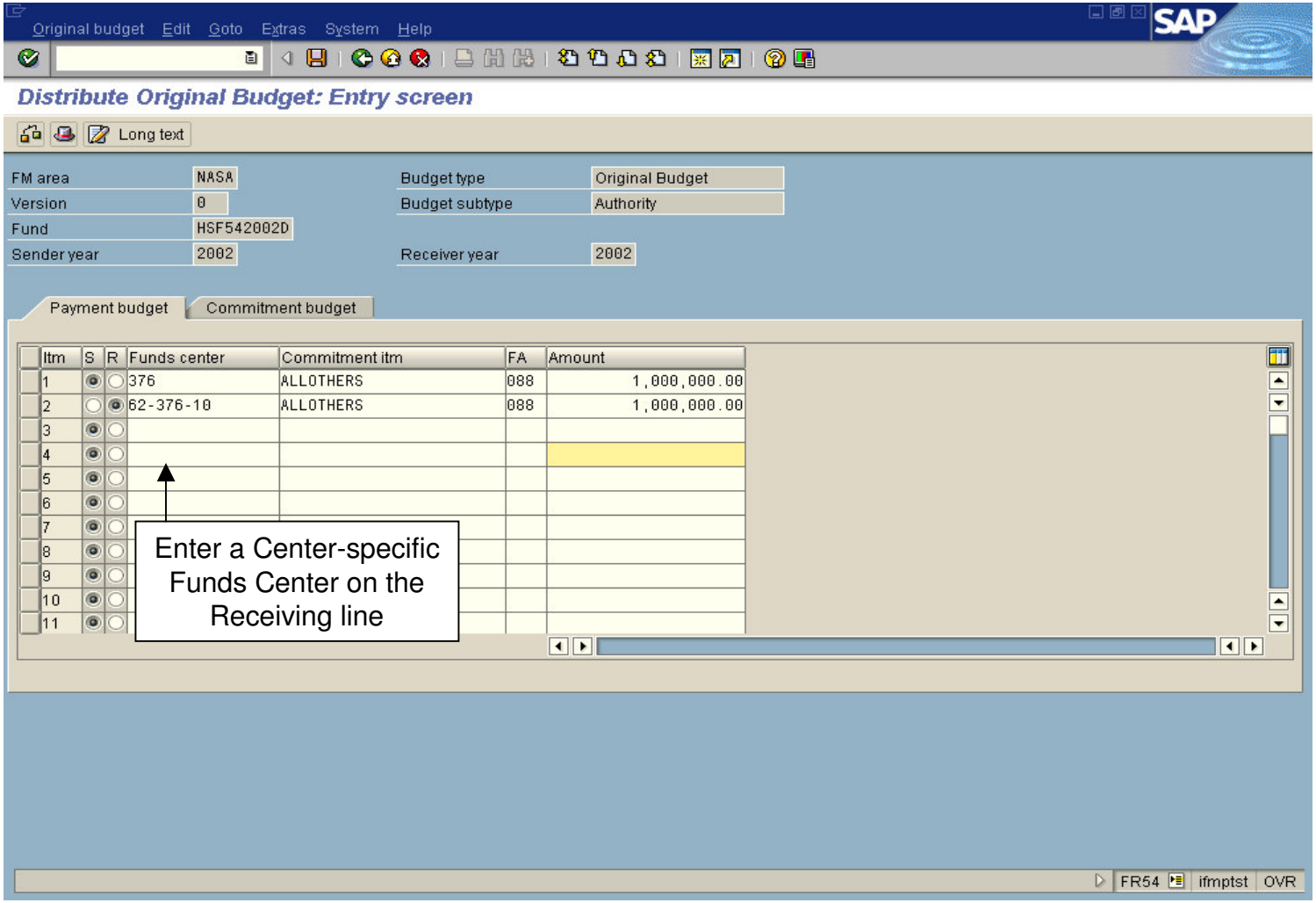
Demonstrations and Exercises

- Record Direct Center Authority
- Compare Receiving Fund Center Direct Authority and Current Direct Operating Plan
- Record Non-Appropriated Center Authority

Screenshot


Original budget Edit Goto System Help
SAP
Distribute Original Budget: Initial screen
Control total
FM Area
Fixed budget dimensions
Fund HSF542002D
Budget subtype AUTH
General parameters
FM area NASA
Version 0
Document date 04/11/2002
Posting date 04/11/2002
Document Type AUTH
Fiscal year 2002
Period
Enter a specific fund consisting of the type of Appropriation (HSF, SAT, MS), a Fund Source, Program Year, and Fund Type D (Direct) or R (Reimbursable)
FR54
ifmptst
OVR

Screenshot


Original budget Edit Goto Extras System Help
SAP
Distribute Original Budget: Entry screen
Long text
FM area NASA
Version 0
Fund HSF542002D
Sender year 2002
Budget type Original Budget
Budget subtype Authority
Receiver year 2002
Payment budget
Commitment budget
Itm S R Funds center Commitment itm FA Amount
1 376 ALLOTHERS 088 1,000,000.00
2 62-376-10 ALLOTHERS 088 1,000,000.00
3
4
5
6
7
8
9
10
11
Enter a Center-specific Funds Center on the Receiving line
FR54 ifmptst OVR

Topic 4 Debrief

- The Budget Maintainer transfers Authority at the Enterprise Level
  - Records Direct Authority
  - Records Non-Appropriated Authority

Topic 5

Center Level Funds Management

Topic Overview

- Center Level Funds Management
  - Funds distribution procedures
  - Funds distribution functionality
- Process Flows
  - Record and Maintain Appropriated Budget Authority
  - Record and Maintain Non-Appropriated Budget Authority
  - Establish and Maintain Cost Pool Budget Authority

Topic Overview (continued)

- Record and Maintain Appropriated Budget Authority
  - Direct level 3 budget authority transfers to the Agency level represent internal distribution of new obligating authority to Agency-level cognizant offices
    - ↓Based on Center cognizant office operating plans
  - Distribution of direct level 4 budget authority must meet very stringent requirements to justify the need for funds control at a lower level than the issuance of funds
    - ↓Example: Funds control of travel funds by Center organization
    - ↓Based on Center and cognizant office plans

Topic Overview (continued)

- Record and Maintain Non-Appropriated Budget Authority
  - Level 3 Center and Level 4 Center authority
  - Represent Agency internal distribution of new obligating authority to projects at Centers and geographical sites
  - Based on Center and Cognizant office plans
  - Distribution to Level 4 Center minimized

Topic Overview (continued)

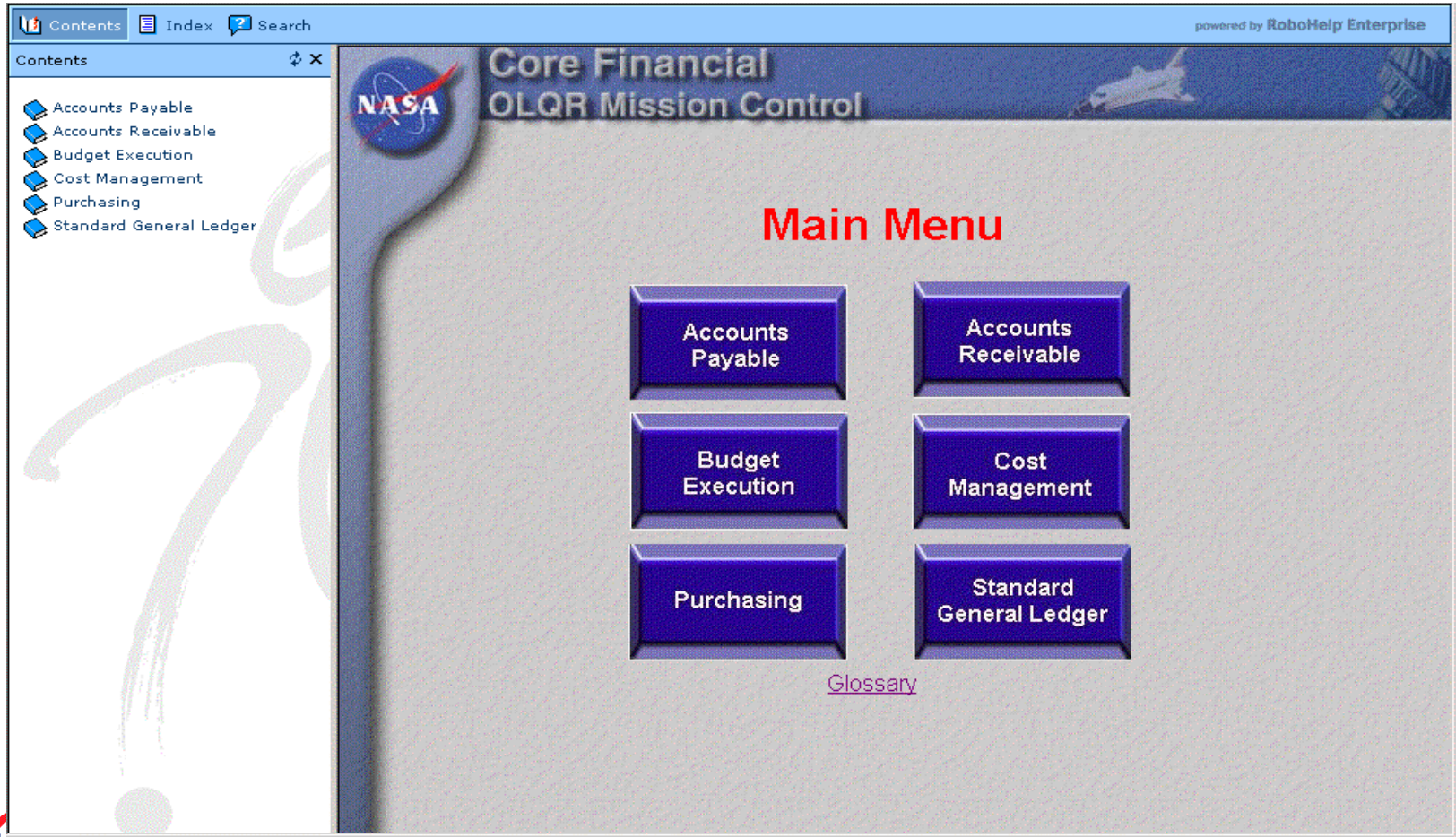
- Establish and Maintain Cost Pool Budget Authority
  - Authority is first distributed within the level 3 Fund Center before it is transferred to the appropriate level 4 Fund Center
    - ↓Level 3 commitment item representing the carrier account or cost pool
    - ↓Functional area is transferred from COP programmatic/non-programmatic UPN/FPN to Unassigned COP
    - ↓Commitment item is transferred from item where funds were received to that of carrier account or cost pool

Topic 5: Objectives

- Upon completion of Center Level Funds Management, end-users should understand the following concepts:
  - Funds distribution procedures
    - ↓Cost Pool/Carrier Account
    - ↓Labor
    - ↓Travel
    - ↓Sub-Authorization

Topic Process Flow

Center Level Funds Management



Demonstrations and Exercises Introduction

Demonstrations and Exercises

- Record Authority for Allocations by Commitment Item
- Transfer Pool Authority to Cost Pool Fund Center

Topic 5 Debrief

- The Center Budget Maintainer transfers Authority at the Center level
  - Records Direct Authority
  - Records Non-Appropriated Authority
  - Records funding redistributions

End of Course Review

Review Objectives & Expectations

Everyone here should now able to:

- ✓ Record and Maintain Agency Appropriation, Apportionment, and Allotments
- ✓ Record and Maintain Budget Authority
- ✓ Redistribute Budget Authority

Available Resources

- SAP Practice Training Instance
- OLQR
- Super-users within each department
- Job Aids

Extra Practice - SAP Training Instance

- Use data from course training guide to practice transactions

The training database provides a “safe” environment to develop and practice skills without affecting production.

Congratulations!

Training Course Feedback

- The on-line training course feedback will:
  - Assess the effectiveness of the instruction and training materials for the course
- To access the feedback form:
  - Launch your Web Browser
  - Enter the following URL address: http://www.zoomerang.com/recipient/survey-intro.zgi?ID=S92WBAWLSKWA&PIN=994RHHDW8RK7
  - Complete and submit feedback by following the directions within the on-line form